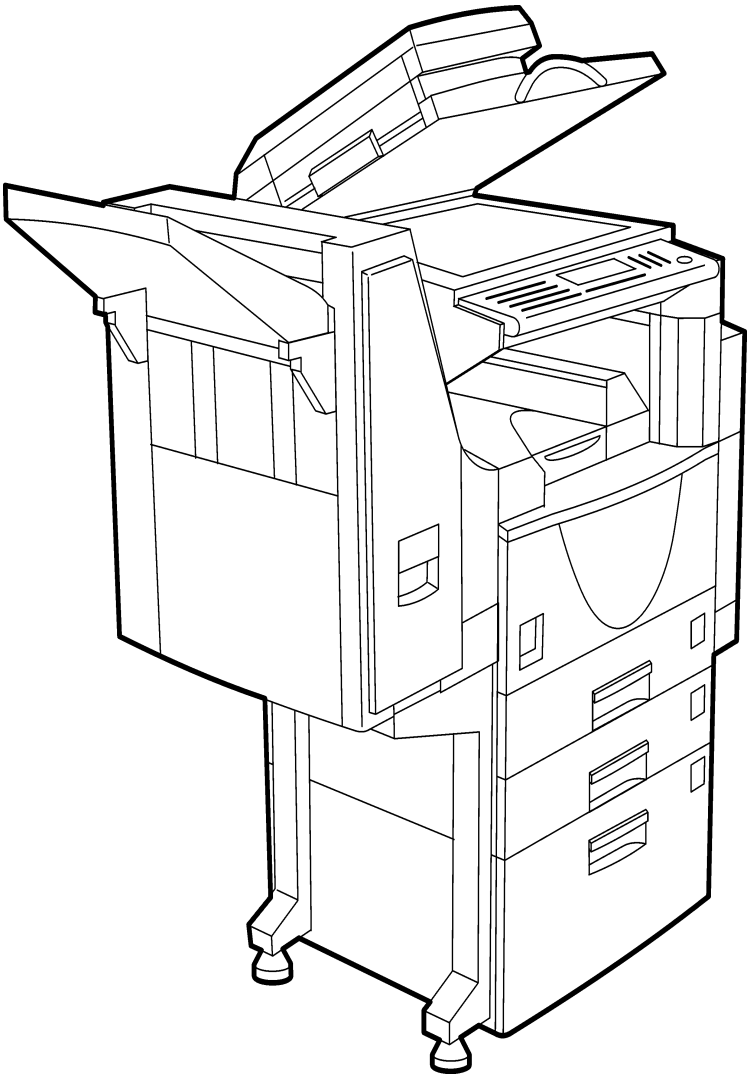
LANIER

Operator Guide

5222/5227



Digital Copier/System

next level document solutions

When ordering supplies or requesting service for your copier, you will need to provide the model and serial number of your machine.

Please take a moment to enter your model and serial numbers here.

MODEL NUMBER: _____

SERIAL NUMBER: _____

To order supplies, call: (___) _____

To request service, call: (___) _____

Customer Vision® -
Our commitment to your
complete satisfaction

As an Energy Star Partner, Lanier Worldwide, Inc. has determined that this product meets the Energy Star guidelines for energy efficiency.

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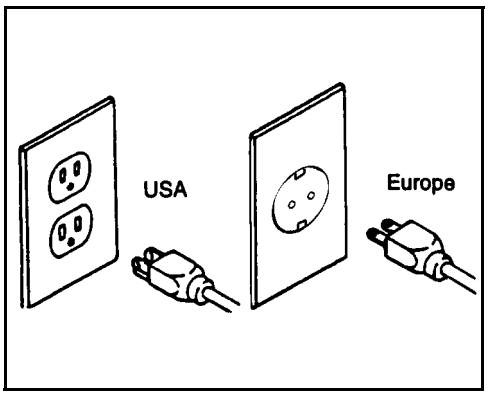
Important Safeguards

Important Safeguards

Always follow these important safeguards:

1 Read all of these instructions before using your unit.

2 Plug the power cord into a 3-conductor (grounded) outlet. Check the Specifications Chapter to make sure the outlet meets the ampere rating of this unit.



- Never ground the power cord to a gas pipe or a water pipe.
- Keep the power cord away from hot surfaces.
- Avoid using an extension cord if possible.
- If you must use an extension cord, use only a 3-conductor cord rated for the ampere rating of your unit. Refer to the Specifications Chapter for this value. Power cords rated for less can overheat and become a fire hazard.

3 Do not operate your unit if any part of it is damaged, or if any part has been dropped, until it is checked by a authorized Lanier Service Technician.

4 The fusing area is hot. Exercise care in this area.

5 Do not install your unit in areas that are:

- Damp or humid
- Exposed to direct sunlight
- Extremely dusty
- Poorly ventilated
- Subject to extreme temperature or humidity changes, for example, near an air conditioner or heater

6 Place your unit on a firm, level surface.

7 For proper ventilation and cooling, keep your unit at least 4 inches back from the wall and allow 32 inches of clearance on the left and right sides of the copier. If the optional sorter is used, allow 48 inches on the left side of the copier.

Agency Certifications

Your unit complies with FCC rules, DOC requirements, and other agency certification requirements. Refer to the Specifications chapter of this Operator Guide for further details.

Chapter 1

Making Copies

Chapter Overview

This chapter provides information on how to make a copy on your copier. It includes:

- “Turning the Copier Power ON” on page 1-1
- “Placing Your Original Document” on page 1-1
- “Making Your Copy” on page 1-2

For additional information on the more advanced features of your copier, refer to: Chapter 3- Basic Copier Functions, and Chapter 4 - Copying Methods.

Making Copies

Place your original(s) on the copier in one of the following ways:

- Face-up in the optional Document Feeder.
- Face-down, directly on the Exposure Glass.

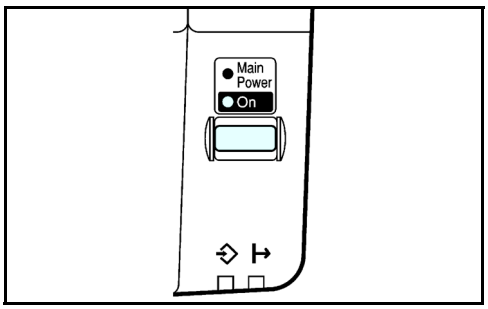
Turning the Copier Power ON

Main ON/OFF Switch

This switch is for the service technician. DO NOT turn this switch OFF. Files stored in memory might be lost. This switch is located on the front left side of your unit, under a plastic flap.

Operation Key

1 Press the Operation key.

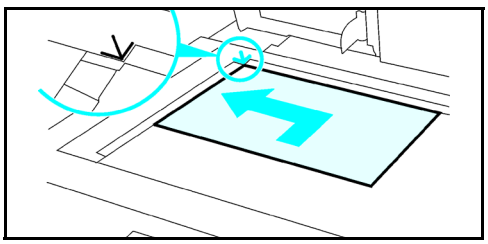


- After about 30 seconds, the green Ready Indicator Light in the Start key turns ON and three beeps sound (if beep is turned ON), indicating the copier is ready for you to begin copying.
- If the User Code feature is activated, the message, "Please input user code, then press # key" is displayed. Enter your User Code. See “Entering User Codes” on page 3-1.

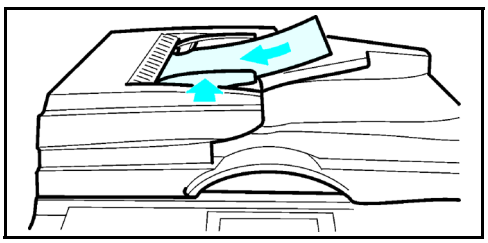
Placing Your Original Document

1 Place your original document:

- Face-down on the Exposure Glass. Align your original to the indicator mark representing the size of original being copied.



- Face-up on the Automatic Document Feeder.



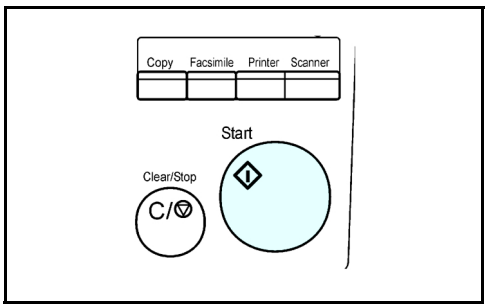
Making Your Copy

1 Select your copy options from the Copy Options Table below.

- If you only want one copy with no options, proceed to Step 2.

Copy Options You Can Select	Methods To Use For Copy Options
Copy Quantity	**Using the keypad, enter the number of copies you desire. The default quantity is1 and the maximum is 99. See "Selecting Copy Quantities" on page 3-3.**
Copy Darkness/Lightness	**Automatic: Press Auto Image Density key. The Auto Image Density light turns ON. See "Auto Image Density" on page 3-4.** **Manual:** Press either Lighter or Darker keys to change contrast of copies. See "Manual" on page 3-4. You may turn Auto Image Density off if desired. **Photo: Press Original Type key until Photo light is ON. Use this when copying photographs or glossy originals. See "Photo" on page 3-7.**
Copy Reduction or Enlargement	**Zoom keys: Use the Message Display keys or the Zoom key to enlarge your original up to 400%, or reduce your original down to 25% of the original size. Note: If you have a document in the RADF, you cannot select 25% in reduction or 400% in enlargement. See "Zoom Keys" on page 3-9.**
Copying Methods	**Refer to the Table of Contents or Chapter 4, Copying Methods, for detailed information on the many copying methods available.**
Using Sort Modes	**Refer to Chapter 3 for information on using the Sort modes.**

2 Press the Start key to begin copying.



Chapter 2

Component Identification

Chapter Overview

This chapter describes your copier's main components. Included in this chapter are:

- Control Panel
- Component Locations
- Status Display Indicators

Control Panel

1 Function Keys
For Fax only. F1, F2, and F3 are assigned to functions. F4 is programmable.

2 User Tools/Counter
Press to enter User Tools mode. User Tools allow you to customize the default settings.

3 Communicating
For Fax only. Use to turn this feature On or OFF.

4 Error Indicators
Identifies a Printer Error, Facsimile Error, or Scanner Error.

5 Receive File
For Fax only. Turns ON to indicate a message has been received in memory. Flashes when Memory Lock file has been stored in memory.

6 Status Display Indicators
Indicates the status of the unit. Refer to Status Display Indicators on the next page.

7 Stamp
Use this to select Stamp Messages to be placed on your copies.

8 Transmission Mode
For Fax only. Press the key to switch between Memory Transmission and Immediate Transmission.

9 Resolution Key
For Fax only. Press to switch between Memory Transmission and Immediate Transmission.

10 Message Display
Provides instructions and messages regarding procedures and status of the unit.

11 Message Display Selection Keys
Touch these keys to select various copy functions.

12 Cursor Keys
Press either arrow to move the cursor in the Message Display

13 Check Modes Key
Pressing this key, displays the selected copy mode and copy functions.

14 Program Key
This key is used in the copy mode and allows you to store copy settings.

15 Clear Modes Key
Cancels the current settings and returns copier to Stand by mode.

16 Energy Saver Key
Hold down for more than one second to enter the Energy Saving mode.

17 Interrupt Key
Interrupts a copy run so you can make another copy.

18 Feature Selection Keys
Manually select Copy, and the optional Printer, Facsimile, and Scanner functions.

19 Main Power Indicator
ON when power is supplied to your unit

20 Operation Key
Use this key to turn the copier ON and OFF. The AC Switch should be left ON.

21 On Line Indicator
It indicates the printer is ready to receive data from the computer. This indicator stays ON while the printer is on-line.

22 Data In Indicator
Flashing light indicates a print job is being sent to the printer. A steady ON light indicates there is data ready to be printed.

23 Start Key
Press to start copy, fax, or printer operations.

24 Clear/Stop Key
Clear: Deletes one character or digit.
Stop: Interrupts the current operation.

25 # Enter Key
Used as the enter key for programming.

26 10-Digit Keypad
Use to select copy quantity, dial fax numbers, and entering numbers while programming the facsimile unit.

27 ./* Key
Use to enter decimal points.

28 Fax Dialing Keys
Speed Dial Key
For Fax only. Press to select speed dial numbers.
On Hook Dial Key
For Fax only. Use for making a telephone call from keypad.
Pause/Redial
For Fax only. Pause: Inserts a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit.
Redial: Press to redial one of the last 10 numbers dialed.
Tone Key
For Fax only. Select to send tone signals to a pulse line.

29 Auto Image Density
Selects the auto image density setting.

30 Lighter/Darker Keys
Allows you to make your copies lighter or darker.

31 Original Type Key
Use when sending fax or making copies of photographs or colored originals.

32 Special Features Indicator
When you select a function under the Special Features Cover, this indicator turns ON.

33 Quick Dial Keys
Optional: For Fax only. Use to dial numbers at a single touch or enter letters and symbols. Keys from 1-28, flip up plate for keys 29 - 56.

34 Positive/Negative, Repeat, Overlay Key
Use to select these special feature.

35 Cover, OHP, Slip Sheet Key
Select cover inserts, Slip Sheets and OHP.

36 Center/Border Erase Key
Edits your copy by removing borders.

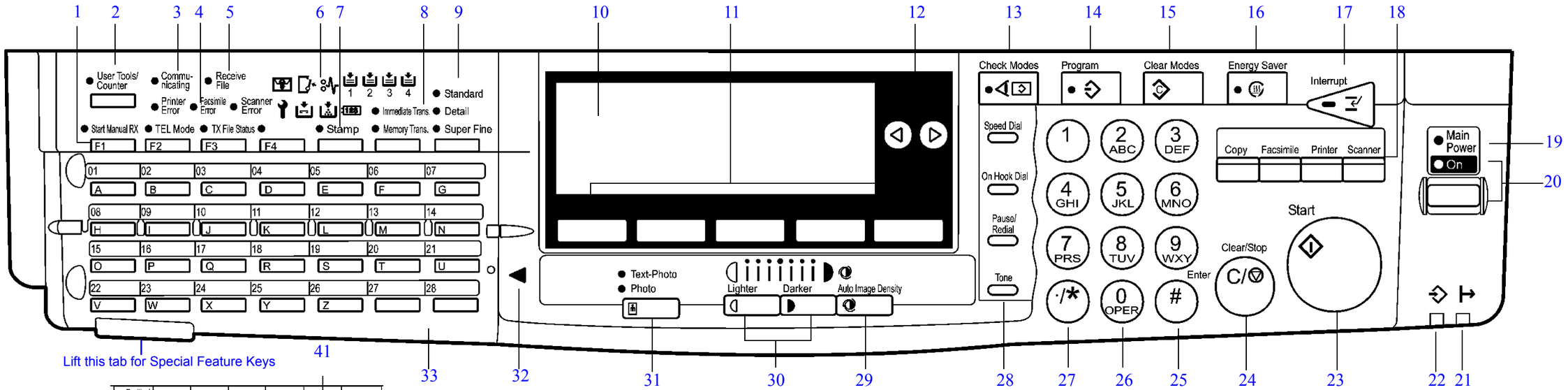
37 Stamp
Preselected stamp messages can be placed on your copies.

38 Combine/Series Key
Combine: Key (2) is a shortcut key. It allows you to combine originals onto one copy.
Series: Key (1) is a shortcut key. Make one sided copies of two facing pages of a book.

39 Direct Magnification (%) Key
Stretch and squeeze an image changing the horizontal and vertical ratios in percent.

40 Zoom Key
Changes the reproduction ratio in 1% increments.

41 P. Size Mag (inch) Key
Stretch and squeeze an image changing the horizontal and vertical ratios in inches.



Component Locations

1 **RADF**
Place your original face up in the Document Feeder of the RADF, or on the Exposure Glass. Close the Original Cover before copying.

2 **Exposure Glass**
Place originals to be copied face down on the Exposure Glass. Lift RADF for access.

3 **Operation Key**
Press this key to turn power ON and OFF. The ON indicator turns ON and OFF with the switch.

4 **Control Panel**
All operations are controlled from the Control Panel.

5 **Internal Tray (optional)**
Finished copies exit to this tray.

6 **Sorter/Finisher**
The size of the storage department depends on the configuration of optional equipment.

7 **Front Cover**
This cover provides access to the Toner Cartridge and the All-in-One Developer unit.

8 **Main ON/OFF Switch**
This switch is for the Service Technician. Leave this switch turn to the ON position.

9 **Paper Tray**
Place copy paper in this tray.

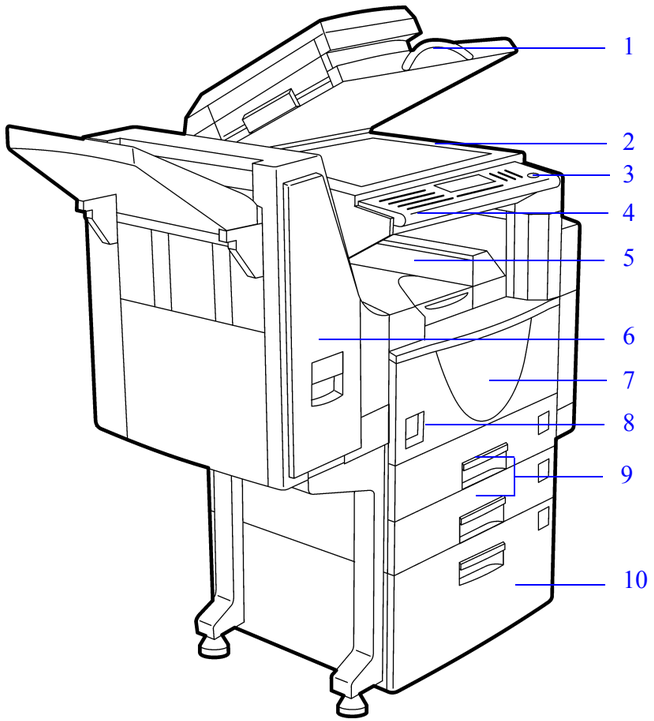
10 **LCC (optional)**
The System Stand provides one or two additional paper trays.

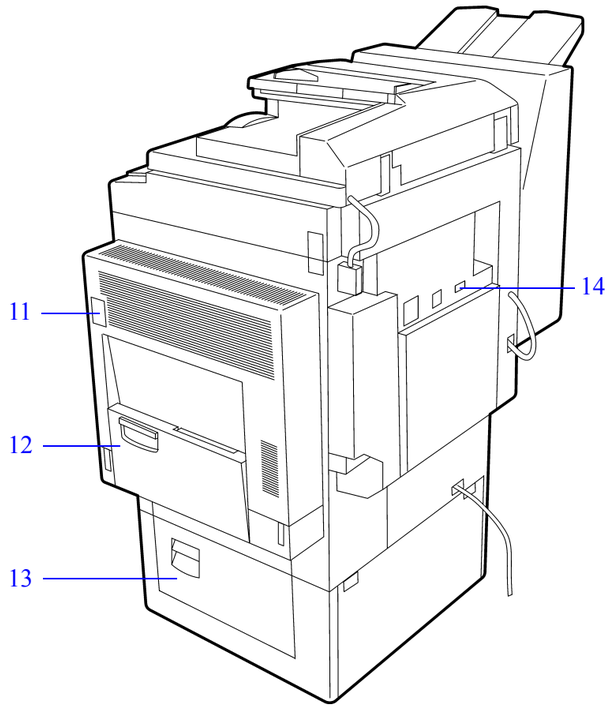
11 **Duplexer**
The duplexer allows you to make two sided copies. Open to gain access to paper feed access doors.

12 **Bypass Tray**
Bypass copying allows you to copy onto transparencies, letter head or other non-standard paper.

13 **Paper Feed Access Door**
Open to gain access to the paper feed area in case of a paper misfeed.

14 **Tel/Line**
Telephone lines jacks for the optional facsimile unit.





Status Display Indicators

1 **Confidential Reception**
When a confidential fax message is received, this indicator is ON.

2 **Door Open**
When this symbol flashes, the Front Cover or a door is open. Close the open cover or door.

3 **Paper Misfeed**
When this symbol flashes, there has been a paper misfeed of an original or a copy somewhere in your copier. See “When a Paper Misfeed Occurs” on page 8-12.

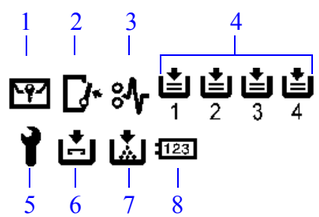
4 **Add Paper**
When tone of these symbols flash, the respective Paper Tray is out of paper. See “Loading Paper in the Paper Tray” on page 8-1.

5 **Call For Service**
When this symbol flashes, a problem exists in the copier. Call your authorized Lanier Service Center.

6 **Add Staples**
When this symbol flashes, the Sorter/Finisher is out of staples. See “Adding Staples” on page 8-8.

7 **Add Toner**
When this symbol is ON, toner must be added. See “Adding Toner” on page 8-6.

8 **Key Counter**
Optional Key Counter must be inserted.



Chapter 3

Copier Functions

Chapter Overview

This chapter describes the basic functions of your copier. Included in this chapter are:

- “Entering User Codes” on page 3-1
- “Using Auto Start” on page 3-2
- “Selecting Copy Quantities” on page 3-3
- “Selecting Copy Darkness Modes” on page 3-4
- “Selecting Original Type” on page 3-6
- “Selecting Enlargement and Reduction Ratios” on page 3-8
- “Selecting Enlargement and Reduction Ratios” on page 3-8
- “Document Feeder” on page 3-11
- “RADF - Feeding Stack of Originals” on page 3-12
- “SADF - Feeding One Original at a Time” on page 3-12

Entering User Codes

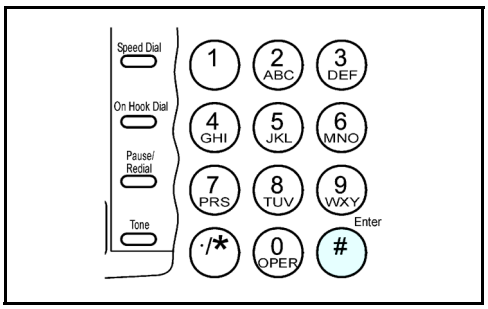
This feature prevents unauthorized use of the copier by limiting copier access to those persons who know an assigned User Code. The User Code feature monitors copier usage by department, project, or persons, and tracks the number of copies made with each User Code.

The Key Operator can activate the User Code feature. When this feature is active, the Key Operator can program up to 50 User Codes into the copier's memory. Each code can be from one to eight digits in length. When this feature is turned ON, the user must enter an assigned User Code, and press the (# Enter) key before the copier can be used.

The following instructions apply only when the User Code feature is turned ON.

1 When the message "Please input user code, then press (#) key" is displayed, enter an assigned User Code using the keypad, then press the Enter (#) key.

- If you should enter an invalid User Code, the Message Display continues to show eight dashes.
- If you do not know which User Code to use, check with the Key Operator.

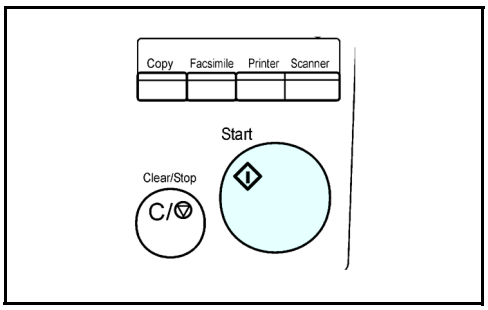


2 Make your copy requirement selections. See "Making Your Copy" on page 1-2.

3 Press the Start key to begin copying.

4 When your copying is complete, clear your User Code by pressing the "Clear Modes" and Clear/ Stop keys at the same time.

- This prevents unauthorized use of your User Code.

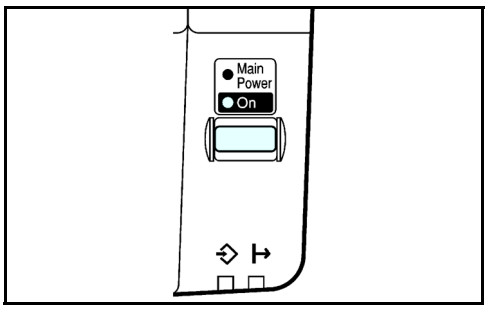


Using Auto Start

When your copier is first turned ON, it takes about 30 seconds for it to come to its Ready condition. During this time however, you can set up your copy job, press the Start key and walk away. You can even do this while your copier is in the Energy Saver mode. When the copier comes to its Ready condition, it automatically copies your job.

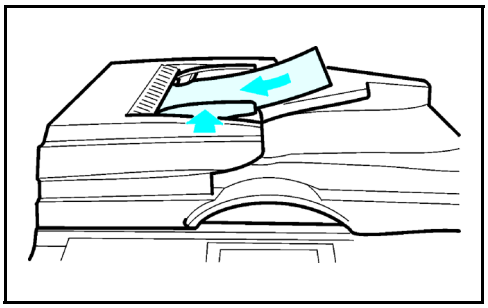
1 Press the Operation key.

- While the copier is warming up, the Indicator Light in the Start key is red.
- When the copier comes to its ready condition, the red light turns OFF and the green light turns ON.



2 Place your document in the Document Feeder or on the Exposure Glass.

3 Make your copy requirement selections. See “Making Your Copy” on page 1-2.



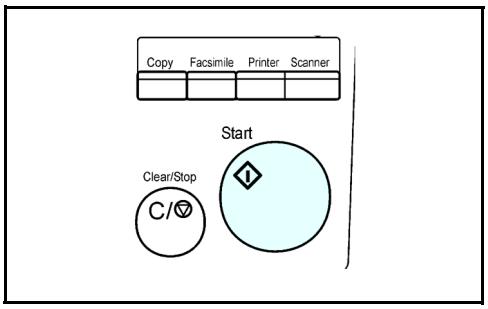
4 Press the Start key.

- The Indicator Light in the Start key turns red.

5 Your copier automatically begins copying when the copier comes to its Ready condition.

- When your copier comes to its Ready condition, the Indicator Light in the Start key, turns green.

  Note: To cancel Auto Start, press the Clear/Stop key.



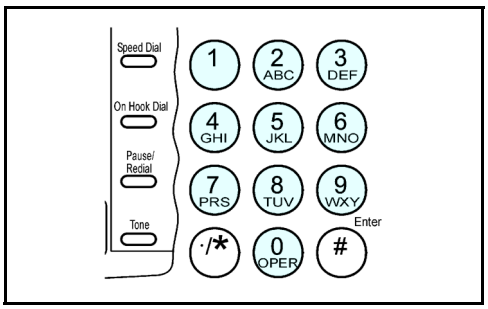
Selecting Copy Quantities

Your copier automatically selects one copy.

- If you desire more than one copy, enter the number from the keypad.
- The maximum copy quantity that you can enter is 99.

1 If you want more than one copy of your original, enter the number of copies you desire using the keypad.

- Press the Clear/Stop key to clear an entry if you entered an incorrect quantity.
- If no quantity is entered, one copy is automatically selected by your copier.



Selecting Copy Darkness Modes

You can set copy lightness or darkness using:

- Auto Image Density
- Manual
- Combination Auto Image Density/Manual

Select the Copy Darkness setting before making your copy. If you do not, the copier uses Auto Image Density Mode, as the default setting.

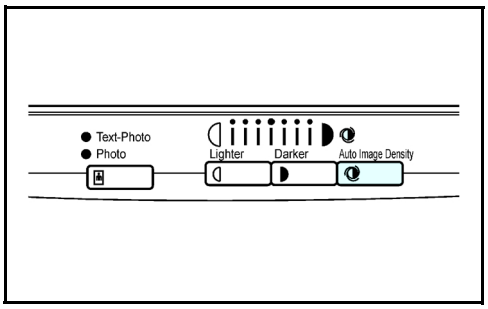
Auto Image Density

Auto Image Density, automatically adjust the copier for the best quality copy.

- For example, the dark background on newspapers or recycled paper is not copied when using Auto Image Density.

1 Press the Auto Image Density key. The Auto Image Density Indicator Light turns ON/OFF. Press the key until the Image Density Indicator is ON.

- Copy darkness adjustment is not required for most originals in the Auto Image Density mode.



Manual

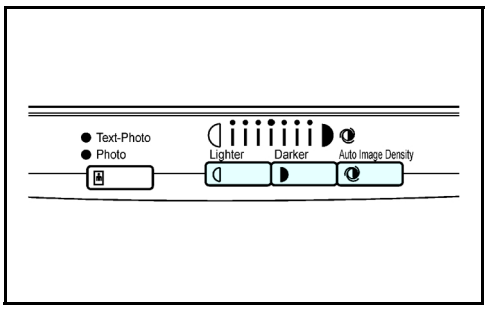
Manual allows you to manual adjust the image density darker or lighter.

1 Press the Auto Image Density key.

- The Auto Image Density Indicator should be OFF.

2 Press the Lighter or Darker key to select the lightness or darkness of the copy.

- You can select from seven settings.
- The Indicator Light shows the selected setting.



Combination Auto Image Density/Manual

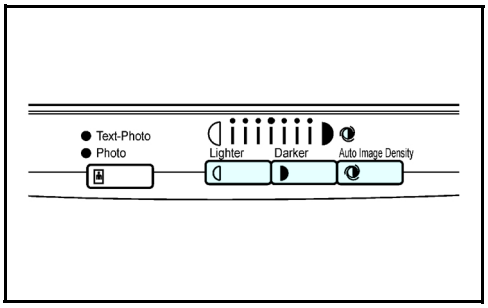
Combination Auto Image Density/Manual is used when originals have colored background and you want to adjust the copy density without affecting the background.

1 Press the Auto Image Density key.

- The Auto Density Indicator should be ON.

2 Press the Lighter or Darker key to select the lightness or darkness of the copy.

- You can select from seven settings.
- The Indicator Light shows the selected setting.



Selecting Original Type

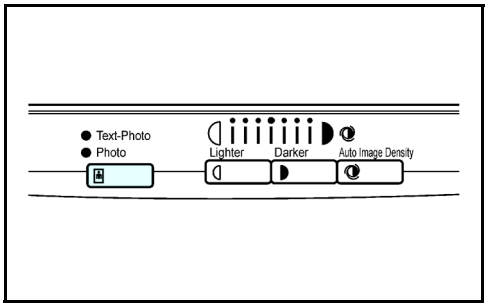
Identify the type of original you are copying by selecting:

- Text - originals with all text
- Text - Photo - originals with text and photos
- Photo - originals that are photographs

Text

Select text when your original contains only text and no pictures. Text is the default setting and is selected when both indicator lights are OFF.

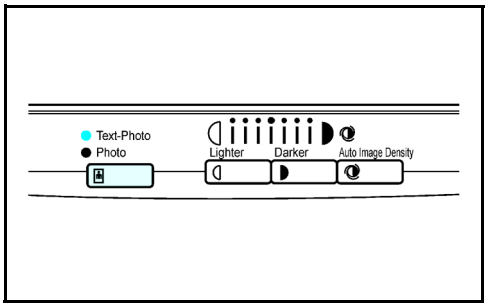
1 If either the Text-Photo or Photo Indicator Lights are ON, press the Original Type key until the Indicator Lights are both OFF.



Text - Photo

Select Text-Photo when your original contains photographs or picture with letters.

1 Press the Original Type key until the Text-Photo Indicator Light turns ON.

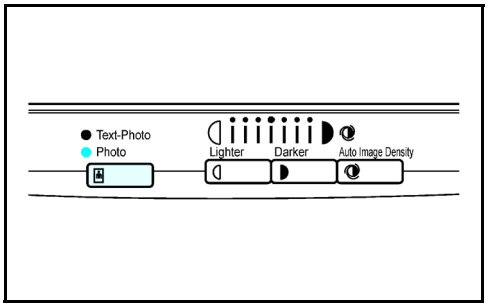


Photo

Select Photo when copying photographs and colored originals. The copier automatically adjust to provide the best copies.

When you are using Photo, you can also use the Manual adjustments to fine tune the darkness or lightness of the copy.

1 Press the Original Type key until the Photo Indicator Light turns ON.



Selecting Enlargement and Reduction Ratios

You can select from:

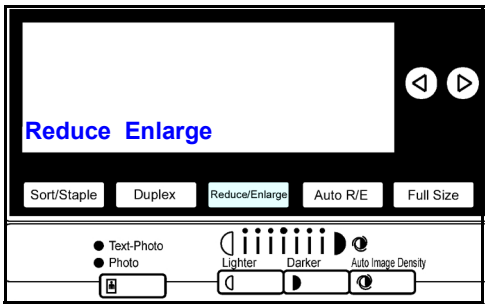
- Preset Copy Ratios: seven preset settings
- Zoom Key: with 1% increments
- Auto Reduce/Enlarge: the copier selects the ratio to match the paper size.

Preset Copy Ratio Keys

The preset Copy Ratio keys allows you to select from twelve preset reduction and enlargement ratios.

- There are five preset Enlarge ratios to choose from:121%, 129%, 155%, 200%, and 400%. The 400% is not active when using the RADF.
- There are seven preset Reduce ratios to choose from: 93%, 85%, 78%, 73%, 65%, 50%, and 25%. The 25% is not active when using the RADF.
- There is also a 100% ratio to choose.

1 Touch the Reduce/Enlarge key in the Message Display to select a preset copy ratio.



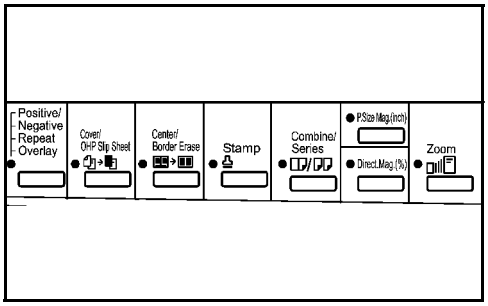
2 Select either Reduce or Enlarge by touching the appropriate key.

- Both the selected ratio and the paper sizes are displayed in the Message Display.
- You can fine tune your selected copy ratio in 1% increments by pressing the Zoom key located under the Special Features Cover. Then, touch either the + or - key in the Message Display. See “Zoom Keys” on page 3-9.

Zoom Keys

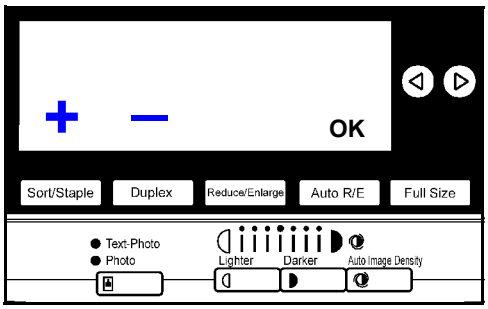
The Zoom key allows you to select a precise copy ratio selection from 25% to 400% in one percent increments when making copies from the Exposure Glass. 25% and 400% are not active when using the RADF.

1 Press the Zoom key located under the Special Features Cover.

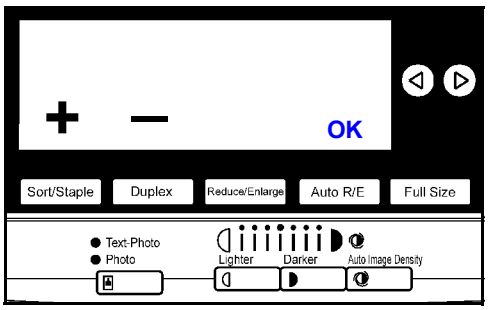


2 Then, touch the + or - key in the Message Display, to increase or decrease the copy ratio in 1% increments.

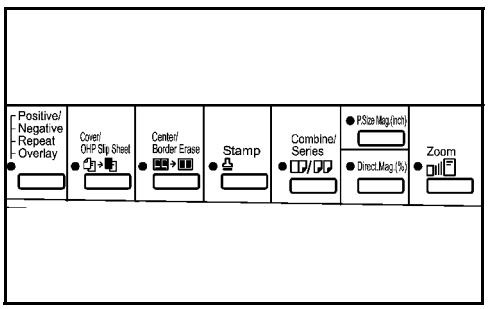
- Ratios from 25% to 400% can be set in one percent increments.
- The selected ratio is shown in the Message Display.



3 After you selected your desired Copy Ratio, touch the OK key.



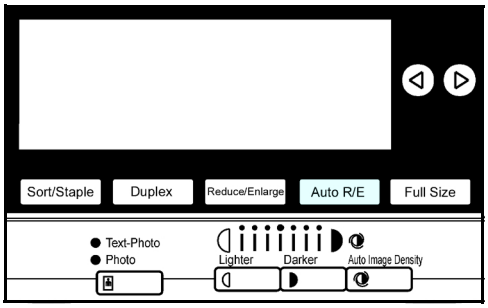
4 To return to a 100% ratio, touch the Full Size key or press the Zoom key under the Special Feature Cover.



Auto Reduce/Enlarge

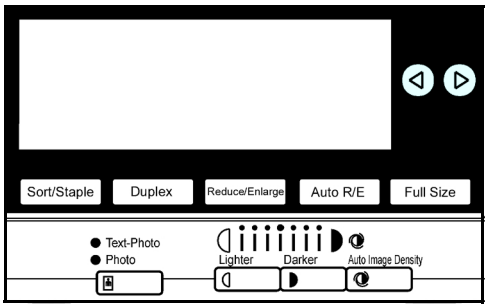
Auto Reduce/Enlarge allows the copier to select the appropriate ratio based on the original size and the paper size that you select.

1 Press the Auto R/E key.



2 Using the Cursor keys, select the Paper Tray you wish to make your copy on.

- The copier automatically adjust the ratio size when making the copy.



Document Feeder

The optional Reversing Automatic Document Feeder (RADF), feeds originals to the Exposure Glass for copying and exits the original onto the Document Tray.

- You can place up to 50 originals in the Document Feeder for automatic feeding of your originals to the Exposure Glass for copying.
- You may also select SADF which allows you to feed one original at a time into the Document Feeder without having to press the Start key each time.

Precautions when using Document Feeders

1. Avoid using:
   - Wrinkled or folded originals.
   - Clipped or stapled originals.
   - Carbon paper.
   - Torn originals.
   - Taped originals.
   - Damp originals.
2. Folded or curled originals should be smoothed out before inserting into the Document Feeder.
3. Feeding a stack of different width originals through the Document Feeder is not recommended.
   - Feed them through one at a time.
   - You can, however, feed a stack of different length originals through the Document Feeder.
4. If the surface of any two originals are so rough that they cannot be moved when pinched between two fingertips, the friction between the originals may obstruct paper separation even when the paper weight is within specifications.

RADF - Feeding Stack of Originals

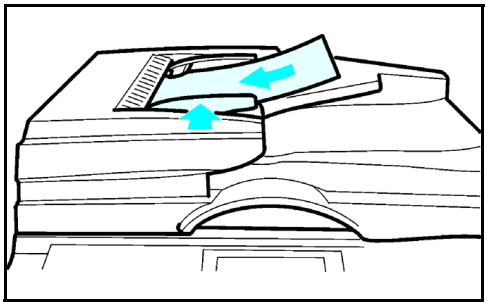
RADF allows you to stack feed up to 50 originals into the Document Feeder by pressing the Start key one time. If you are feeding single sheets into the Document Feeder, see SADF - Feeding One Original at a Time, below.

1 When using the RADF, place your originals face up in the Document Feeder.

2 Adjust the Paper Side Guides to fit the edge of your originals.

3 Set any additional copier features desired.

4 Press the Start key.



SADF - Feeding One Original at a Time

SADF allows you to manually feed multiple single sheets into the Document Feeder without having to press the Start key each time to make a copy. You can also stack feed up to 50 originals just as in the RADF mode. There is a time-out period after which you will have to press the Start key. The default time is 4 seconds. However, you can adjust this time. See “3 Inputs/Outputs - Window 1 of 2” on page 5-17.

Horizontal/Vertical Sizing

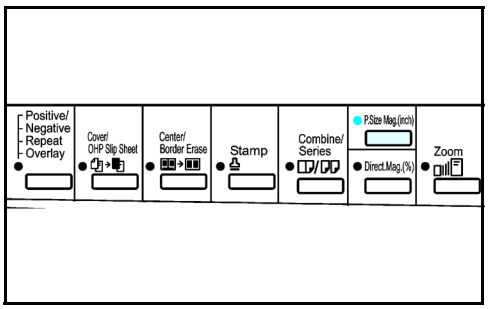
This feature allows you to stretch and squeeze an image by independently changing the horizontal and vertical reproduction ratios.

Directional Size Magnification - Inches

- When your original is on the Exposure Glass, the reproduction ratios are 25% to 400%.
- When your original is on the Document Feeder the reproduction ratios are: Vertical 37 to 150%, Horizontal 25 to 400%
- When entering page size, use the (./*) key to enter the decimal.

1 Press the P.Size Mag (Inch) key located under the Special Features Cover.

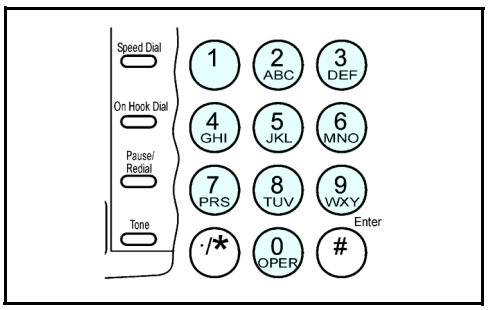
- The green Special Feature light turns ON.



2 Enter the horizontal size of the original using the keypad.

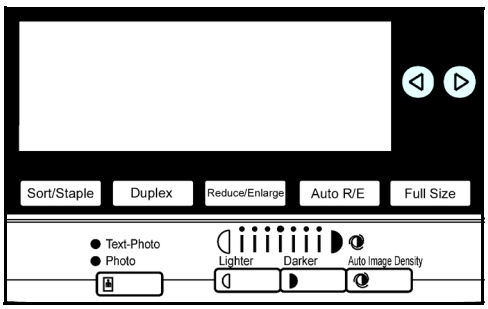
3 Select Copy Horiz. size, using the Cursor keys.

4 Enter the horizontal size of the copy using the keypad.



5 Select Orig. Vert., using the Cursor keys.

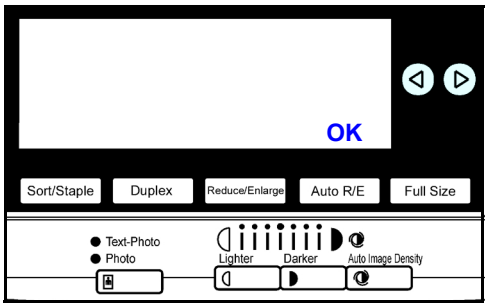
6 Enter the vertical size of your original using the keypad.



7 Select Copy Vert., using the Cursor keys.

8 Enter the vertical size of the copy using the keypad.

9 Touch the OK key.



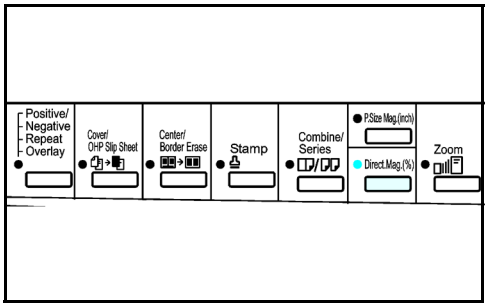
10 Place your originals in the Document Feeder and press the Start key.

Directional Size Magnification - 1% Increments

- When your original is on the Exposure Glass, the reproduction ratios are 25 to 400%.
- When your original is in the Document Feeder, the reproduction ratios are: Vertical 37 to 150%, Horizontal 25 to 400%.
- When entering page size, use the (./*) key to enter the decimal.

1 Press the Direct Mag (%) key located under the Special Features Cover.

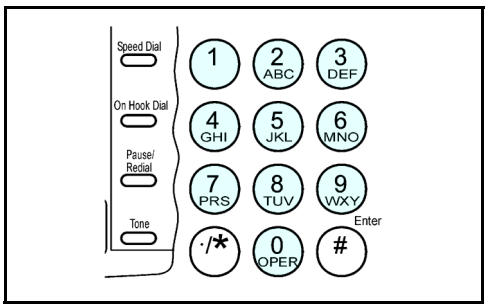
- The green Special Feature light turns ON.



2 Enter the Horizontal ratio using the keypad.

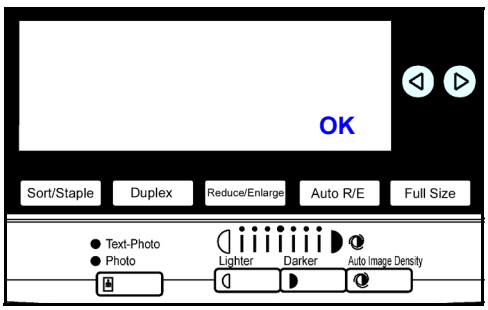
3 Select Vertical, using the Cursor keys.

4 Enter the Vertical ratio using the keypad.



5 Touch the OK key.

6 Place your originals in the Document Feeder and press the Start key.



Center/Border Erase

Using the Erase Center/Border, your unit can:

- Make copies of a book or magazine originals.
- Erase the shadow that appears from the center of the book or magazine.
- Erase shadows that appear along the four edges.

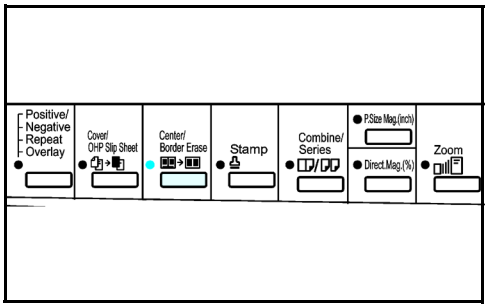
This feature is not active when you are using the Bypass Tray.

Margin width default is 0.4". Using the User Tools, you can change the margin from 0.1" to 2.0" in.1" increments. See "System Setting - Window 2 of 5" on page 5-3.

Center

1 Press the Center/Border Erase key, located under the Special Features Cover.

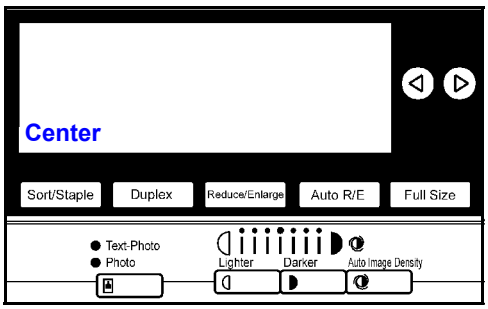
- The green Special Feature light turns ON.



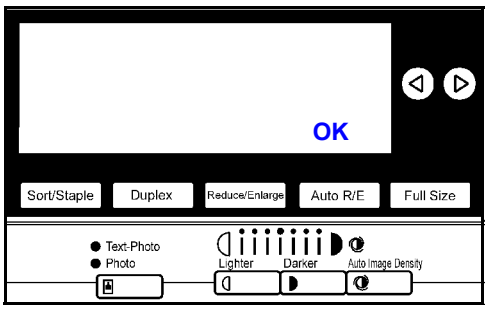
2 Touch the Center key in the Message Display.

3 Enter the value using the keypad.

- To enter a decimal, use the (./*) key.



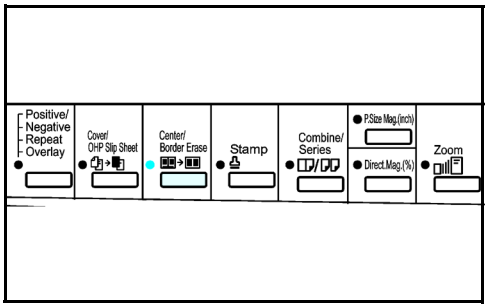
4 Touch the OK key to enter the new value.



Border

1 Press the Center/Border Erase key, located under the Special Features Cover.

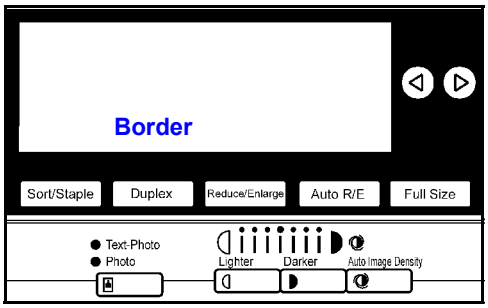
- The green Special Feature light turns ON.



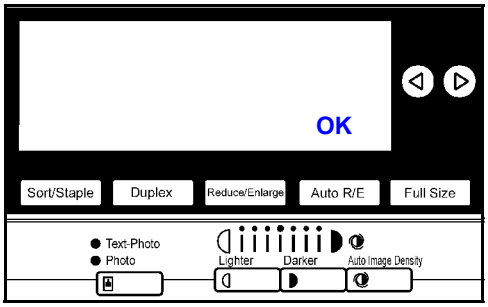
2 Touch the Border key in the Message Display.

3 Enter the value using the keypad

- To enter a decimal, use the (./*) key.



4 Touch the OK key to enter the new value.



Chapter 4

Copying Methods

Chapter Overview

This Chapter explains the various ways to make copies with your unit. Included in this chapter are:

- “Bypass Copying” on page 4-1
- “Combine Copying” on page 4-8
- “Cover and Page Insert Copying” on page 4-10
- “Duplex Copying” on page 4-14
- “Envelope Copying” on page 4-17
- “Image Repeat Copying” on page 4-19
- “Interrupt Copying” on page 4-20
- “Using Memory Copy” on page 4-21
- “Overlay Copying” on page 4-24
- “Reversing Positive/Negative Copying” on page 4-25
- “Series Copying - Book to 1-Sided Copies” on page 4-26
- “Series Copying - 2-Sided to 1-Sided Copies” on page 4-27
- “Transparency/Slip Sheet Copying” on page 4-28

Bypass Copying

If you want to make a copy on a transparency for overhead projection (OHP), or have the need to use special paper, letterhead, envelopes, or paper other than that which is in the copier Paper Tray, you may feed this paper into the Stack Feed Bypass Tray.

- Bypass copying bypasses the Paper Trays and feeds copy paper from the Bypass Tray.

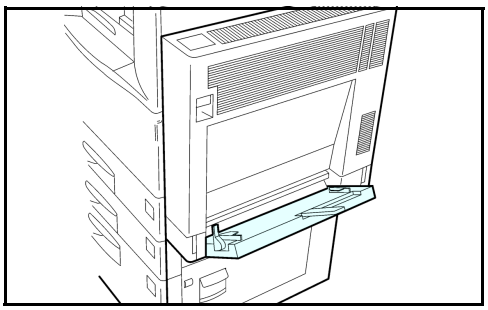
Using the Bypass Tray

Use the Bypass to feed standard paper, transparency, label stock, tracing paper, letterhead, and other special purpose papers measuring from 8.5” x 5.5” to 11” x 17”.

- The copier automatically detects standard paper sizes: 11" x 17", 8.5" x 11", 5.5" x 8.5".
- If you are using non-standard size paper, you should enter the paper size. See “Non-Standard Size Paper” on page 4-4.

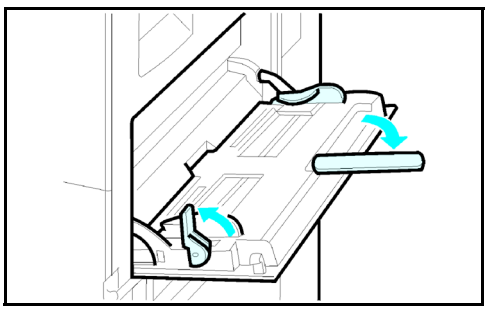
1 Place your original on the Document Feed Tray or on the Exposure Glass.

2 Open the Bypass Tray.

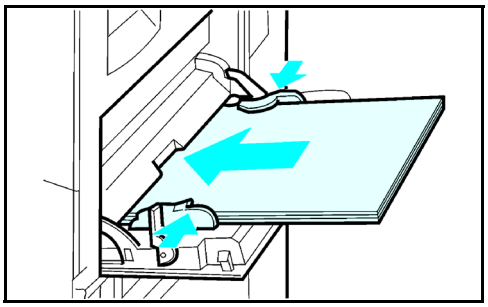


3 Adjust the Bypass Paper Guides to the width of the copy paper.

- Lift the green Paper Holder Lever.
- If necessary, pull out the paper extension bar to support longer sheets of paper.

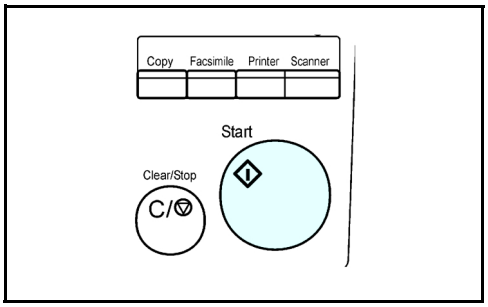


4 Insert a single sheet or stack of paper all the way into the Bypass Tray.



- Be sure to place your copy paper in the same direction as your original.
- Lower the green Paper Holder Lever.
- When the sheet of paper is properly inserted into the Bypass Tray, and the Paper Holder Lever is lowered, a beep is heard.
- A maximum of 100 sheets can be placed in the Bypass Tray.
- The Bypass Tray Indicator in the Message Display turns ON when paper is properly inserted into the Bypass Tray.

5 Press the Start key to begin copying.

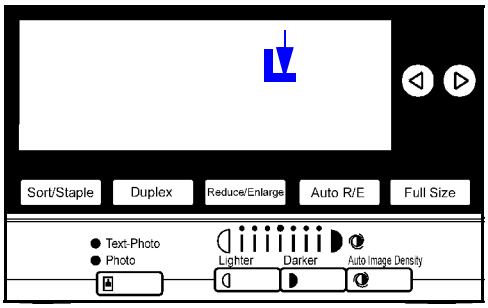


- The sheet of paper in the Bypass Feed Tray feeds into the copier.
- Your copy exits to the Exit Tray.

Standard Size Paper

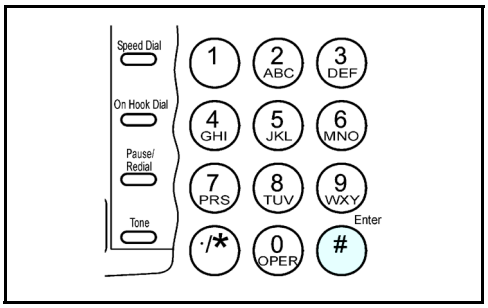
Your copier automatically detects letter and ledger size paper in the Bypass Tray.

1 Make sure the Bypass Tray Indicator in the Message Display is ON.

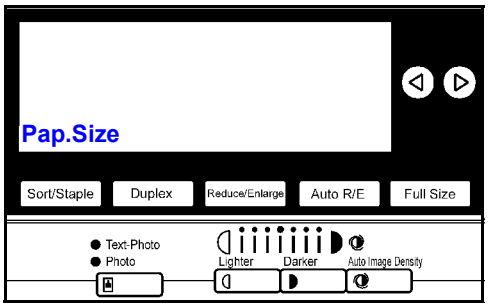


- If the Bypass Tray Indicator is not ON, use the Cursor keys to select it.

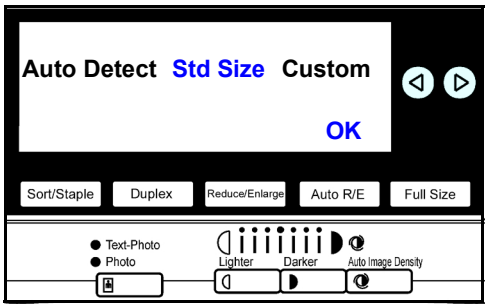
2 Press the (#) key on the keypad.



3 Touch the Pap. Size key in the Message Display.



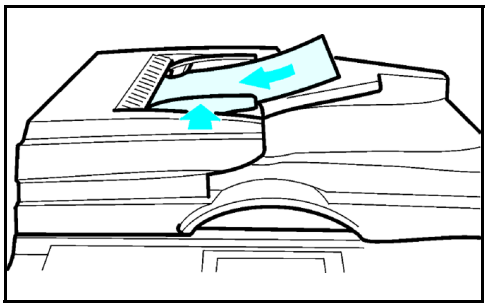
4 Using the Cursor keys, highlight Std Size.



5 Touch the OK key.

6 Touch the Exit key.

7 Place your original on the Document Feed Tray or on the Exposure Glass.



8 Adjust the Bypass Paper Guides to the width of the copy paper.

9 Be sure to place your copy paper in the same direction as your original.

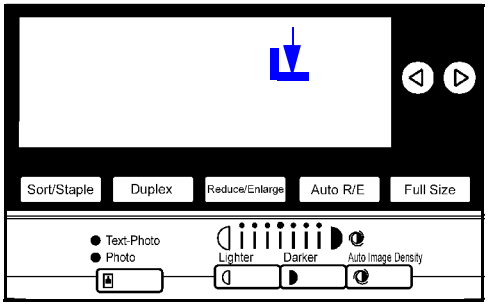
Note: When you specify the paper size, an * appears in the Message Display to indicate Bypass Tray copying.

Non-Standard Size Paper

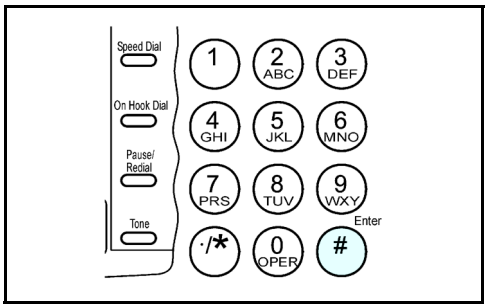
If you are using non-standard size paper, you must enter the vertical and horizontal dimensions of your paper, using the Custom feature. Non-standard paper dimensions are from 3.5" - 12.0" vertical and 3.5" - 49.6" horizontal.

1 Make sure the Bypass Tray Indicator in the Message Display is ON.

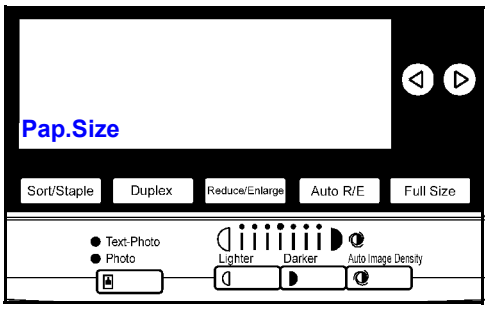
- If the Bypass Tray Indicator is not ON, use the Cursor keys to select it.



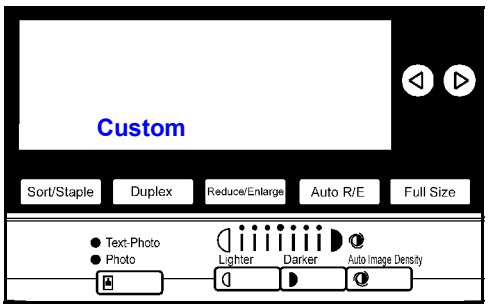
2 Press the (#) key on the keypad.



3 Touch the Pap. Size key.



4 Touch the Custom key.

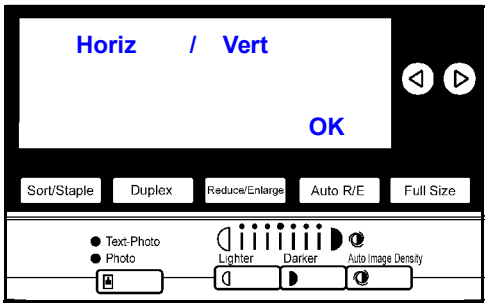


5 Enter the horizontal size of the paper using the keypad.

6 Then, press the (#) key to scroll to the Vert. setting and enter the verical size.

7 Touch the OK key.

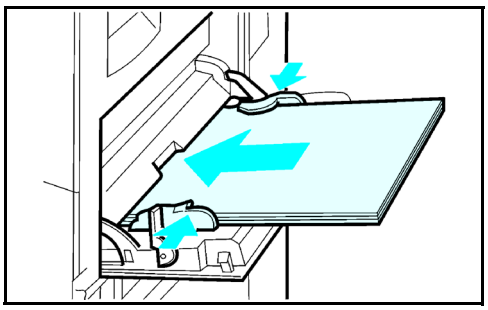
8 Touch the Exit key.



9 Place your original on the Document Feed Tray or on the Exposure Glass.

10 Adjust the Bypass Paper Guides to the width of the copy paper.

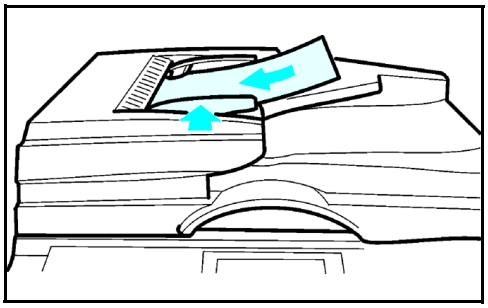
11 Be sure to place your copy paper in the same direction as your original.



Overhead Transparencies

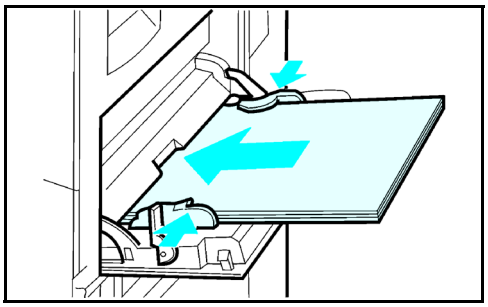
To make copies on OHP transparencies or thick paper, you need to specify the paper type. When copying to transparencies, only use the Bypass Tray and feed one transparency at a time.

1 Place your original on the Document Feed Tray or on the Exposure Glass.



2 Adjust the Bypass Paper Guides to the width of the copy paper.

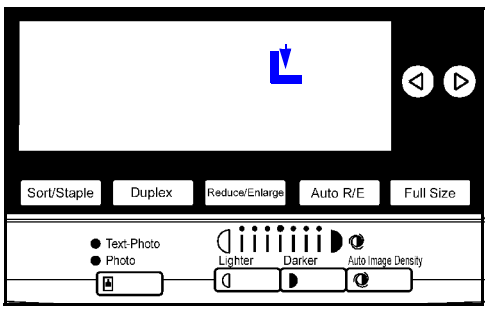
- When copying to transparencies, be sure to put the transparency long side into the Bypass Tray.
- Be sure to place your copy paper in the same direction as your original.



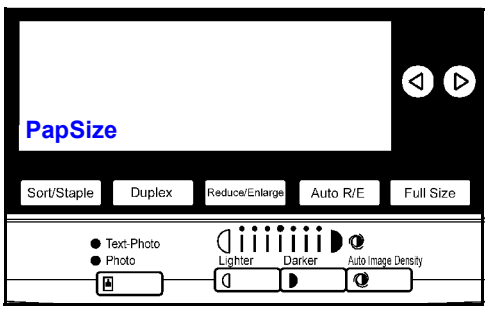
3 Make sure the Bypass Tray indicator is ON.

- If the Bypass Tray indicator is not ON, use the Cursor keys to select it.

4 Press the (#) key on the keypad.

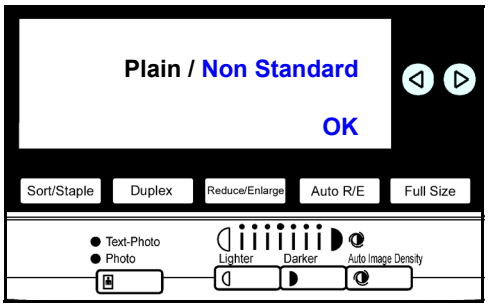


5 Touch Pap.Type key.

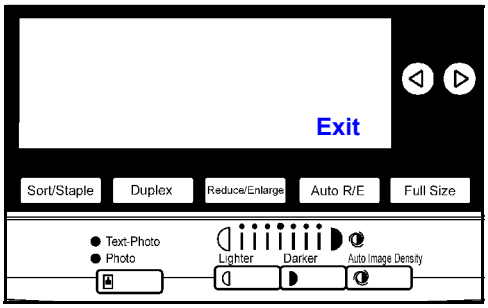


6 Select Non Standard using the Cursor keys.

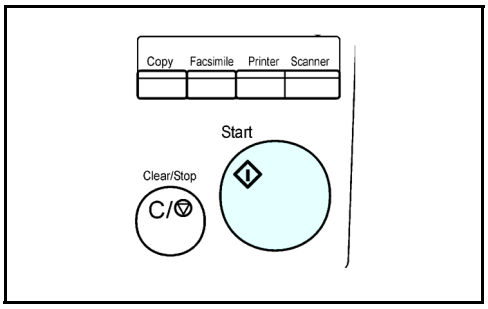
7 Touch the OK key.



8 Touch the Exit key.



9 Press the Start key.

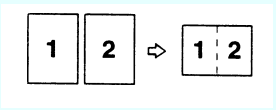


Combine Copying

Combine copy, combines originals into one copy. You cannot use the Bypass Tray with this feature. There are five types of copies that you can make in this mode:

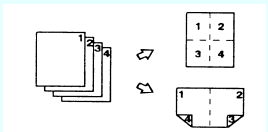
2 pages: 1-sided

- This makes two facing pages on one-sided copy



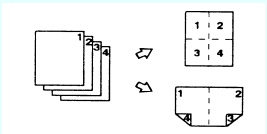
4 pages: 1-sided

- This makes four one-sided pages copied onto 1-sided sheet



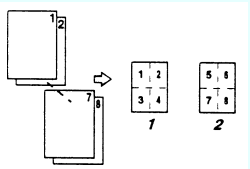
4 pages: 2-sided

- Four one-sided pages are copied onto 1 two-sided sheet



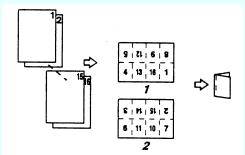
8 pages: 2-sided

- Eight one-sided pages are copied onto 1 two-sided sheet



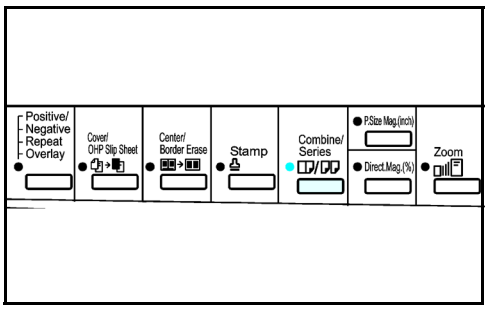
16 pages: booklet

- This mode makes a booklet of 16 pages from 16 one-sided originals
- If you want to make a booklet from 16 originals, fold copies as shown

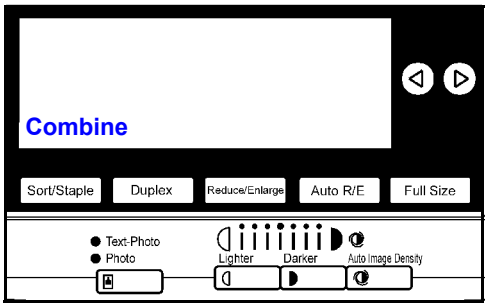


1 Press the Combine/Series Copies key located under the Special Features Cover

- If Duplex is selected, touch the Duplex key to turn it OFF.

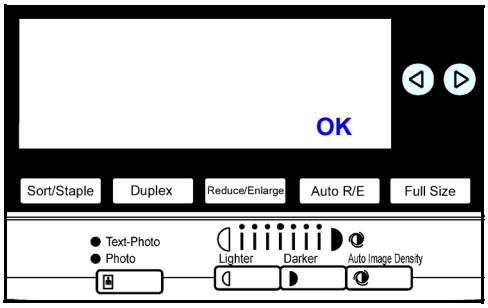


2 Touch the Combine key.



3 Select the desired Combine Modes using the Cursor keys.

- 2 Orig
- 4 Orig
- 8 Orig
- 2 Org - 2 sided
- 4 Ori - 2 sided
- 8 Org - 2 sided



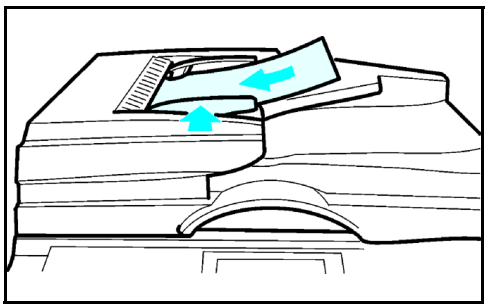
4 Touch the OK key.

5 Touch the Exit key.

6 Select the desired paper using the Cursor keys.

7 Place your original in the Document Feed Tray with the first page on top.

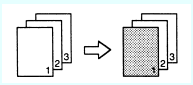
- If you are using the Exposure Glass, start with the first page.



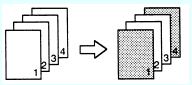
8 Press the Start key.

Cover and Page Insert Copying

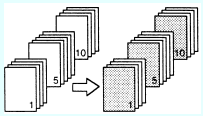
There are three types of copying in this mode:



Front Cover: The first page of your original is copied on a specific paper sheets for covers.



Front and Back Covers: The first and last pages of your originals are copied on specific paper sheets for covers.



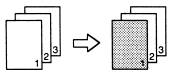
OHP Insert: For each original, a slip sheet will be placed after the copy, or it can be printed on.

Note:

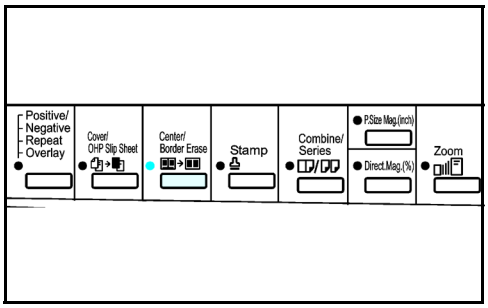
- The cover or slip sheets should be identical in size and direction with the copy paper.
- If Blank Cover mode is selected, the cover is not counted as a copy.

Note: Before yuo can use this function, you must select Tray 2 or the Bypass Tray as Cover Only Tray. See “1 General Features - Window 3 of 4” on page 5-13.

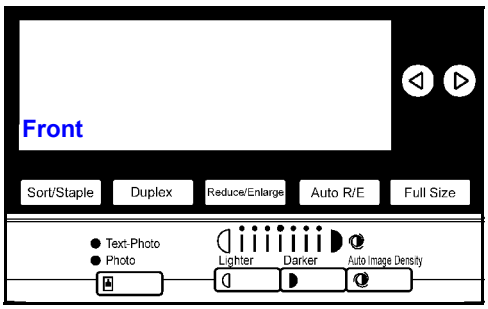
Front Cover



1 Press the Cover/OHP Slip Sheet key, located under the Special Features Cover.

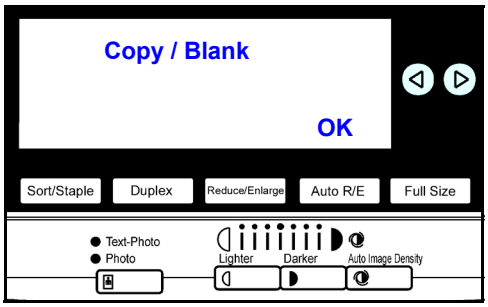


2 Touch the Front key.



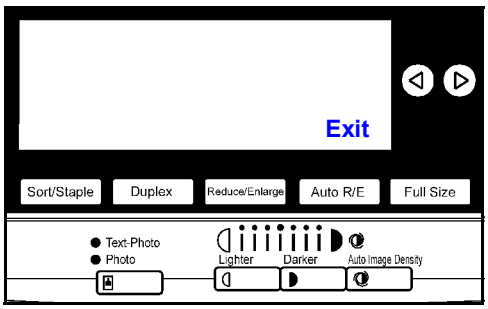
3 Using the Cursor keys, specify whether to copy on the cover sheet or leave it blank.

4 Press OK.



5 Touch the Exit key.

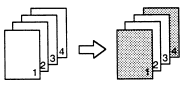
6 Place the cover sheets on the Bypass Tray.



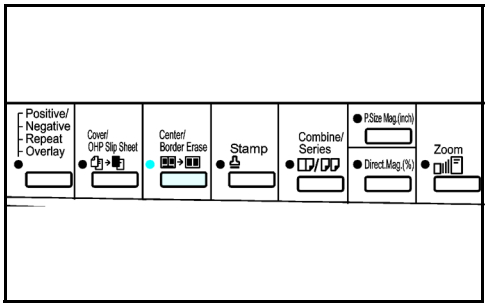
7 Place your originals in the Document Feeder.

8 Press the Start key to begin copying.

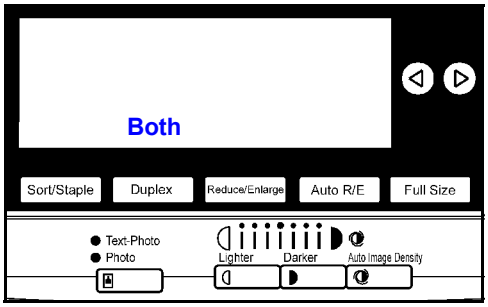
Front and Back Covers



1 Press the Cover/OHP Slip Sheet key, located under the Special Features Cover.

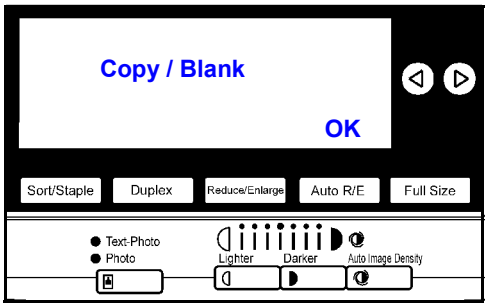


2 Touch the Both key.



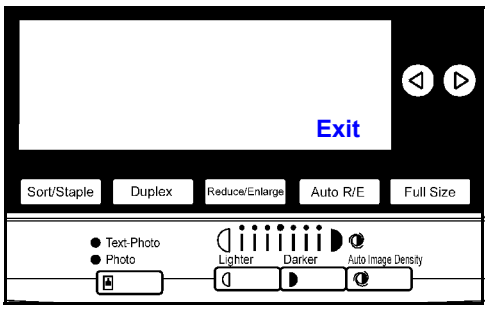
3 Using the Cursor keys, specify whether to copy on the cover sheet or leave it blank.

4 Touch the OK key.



5 Touch the Exit key.

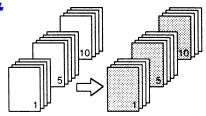
6 Place the cover sheets in the Bypass Tray.



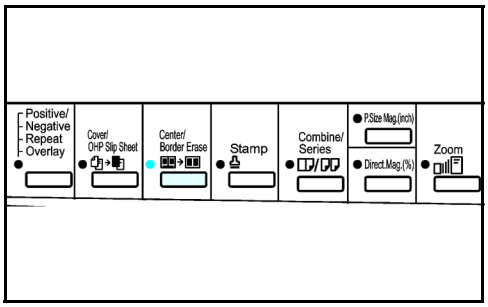
7 Place your originals in the Document Feeder.

8 Press the Start key to begin copying.

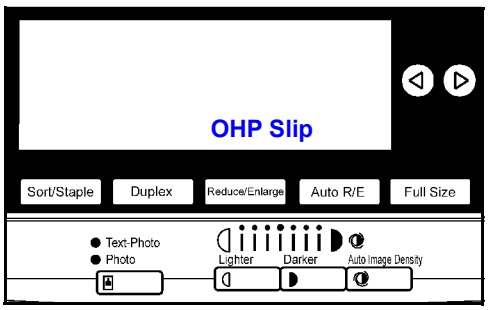
Cover/OHP Insert



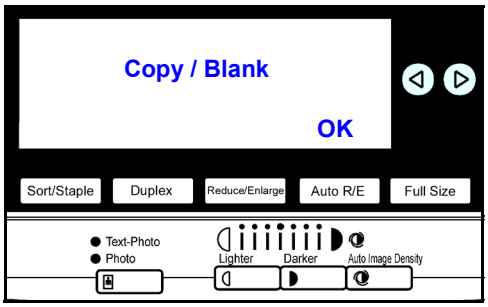
1 Press the Cover/OHP Slip Sheet key, located under the Special Features Cover.



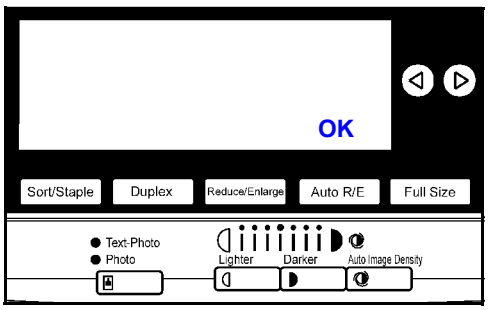
2 Touch the OHP/Slip Sheet key.



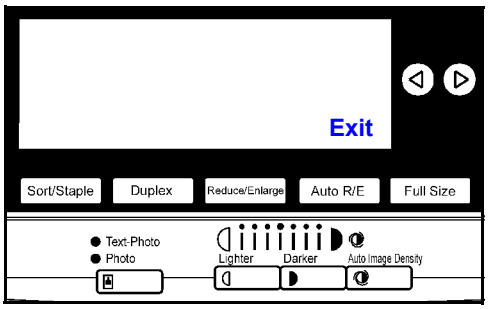
3 Using the Cursor keys, specify whether to copy on the cover sheet or leave it blank.



4 Touch the OK key.



5 Touch the Exit key.

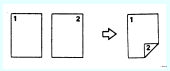


6 Place your originals in the Document Feeder.

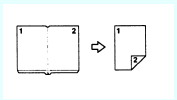
7 Press the Start key to begin copying.

Duplex Copying

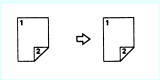
With your copier, there are three ways to make duplex copies:



1-Sided to 2-Sided Copying: This mode makes two-sided copies from one-sided originals.

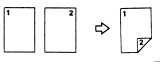


Book to 2-Sided Copying: This mode makes two-sided copies from facing pages of a bound original (book)



2-Sided to 2-Sided Copying: This mode makes two-sided copies from two-sided originals.

1-Sided to 2-Sided Copying



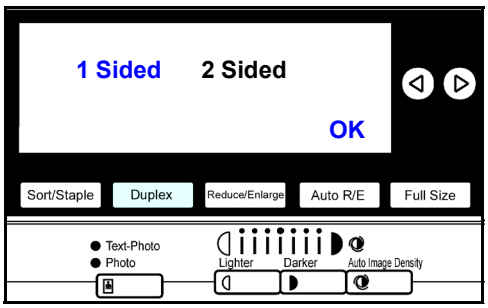
1 Touch the Duplex key.

2 Select 1-Side to 2-Side using the Cursor keys.

3 Touch the OK key.

4 Select the Paper Size using the Cursor keys.

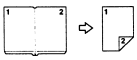
5 Place your originals in the Document Feeder and make any other copy settings you desire.



- If you are placing your original on the Exposure Glass, start with the first page to be copied.
- If you are using the Document Feeder, the last page must be on the bottom of the stack.

6 Press the Start key to begin copying.

Book to 2-Sided Copying



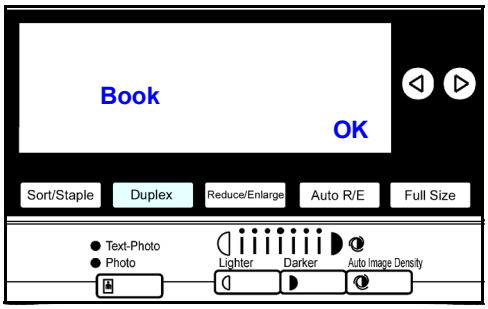
1 Touch the Duplex key.

2 Select Book to 2-Side using the Cursor keys.

3 Touch the OK key.

4 Select the Paper Size using the Cursor keys.

5 Place your originals in the Document Feeder and make any other copy settings you desire.



- If you are placing your original on the Exposure Glass, start with the first page to be copied.
- If you are using the Document Feeder, the last page must be on the bottom of the stack.

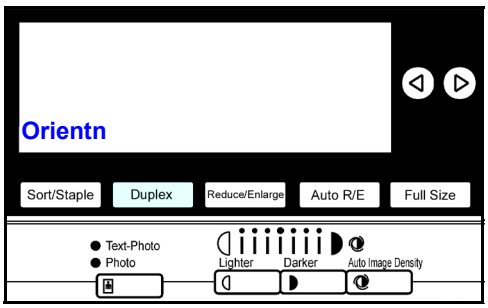
6 Press the Start key to begin copying.

Specify the Orientation of Bound Originals

- If the binding is on the side, use Top to Top. This is the default setting.
- If the binding is on the top of the page, use top to bottom. Your copies will automatically be orientated top to bottom.

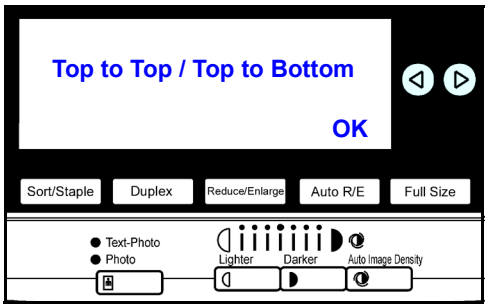
1 Touch the Duplex key.

2 Touch the Orientation key.

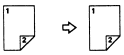


3 Select Top to Top or Top to Bottom using the Cursor keys.

4 Touch the OK key.



2-Sided to 2-Sided Copying

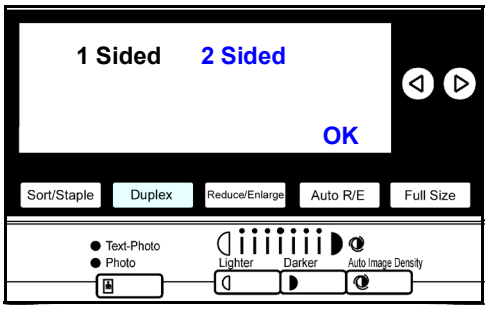


1 Touch the Duplex key.

2 Select 2-Sided to 2-Sided using the Cursor keys.

3 Touch the OK key.

4 Place your originals in the Document Feeder and make any other copy settings you desire.



- If you are placing your original on the Exposure Glass, start with the first page to be copied.
- If you are using the Document Feeder, the last page must be on the bottom of the stack.

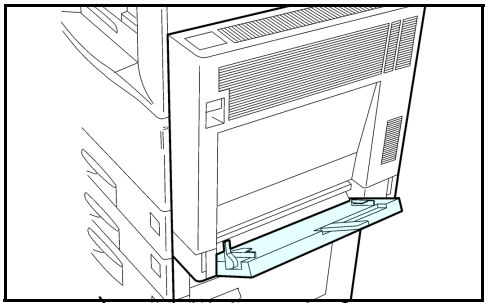
5 Press the Start key to begin copying.

Envelope Copying

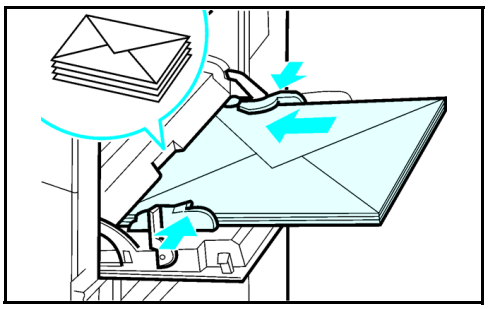
When placing envelopes in the Bypass Tray, be sure the flap is securely folded down. Remove any air pockets that are in the envelope. You can place up to ten envelopes in the Bypass Tray.

1 Open the Bypass Tray

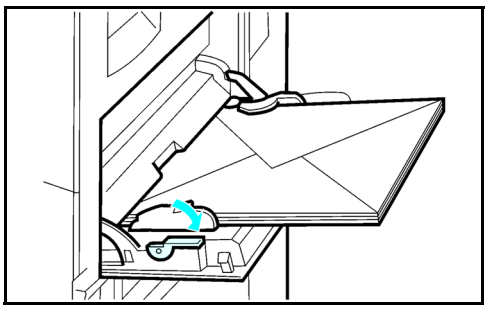
- If necessary to add support to the envelope, pull out the extension lever.
- Lift the Paper Holder Lever.



2 Insert envelopes face-down with the top of the envelope to the rear of the copier.

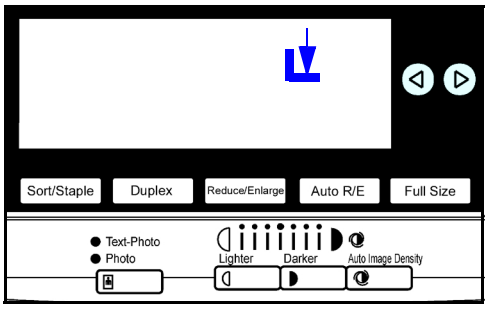


- Lower the Paper Holder Lever.
- You can place up to ten envelopes in the Bypass Tray.



3 Select Bypass using the Cursor keys.

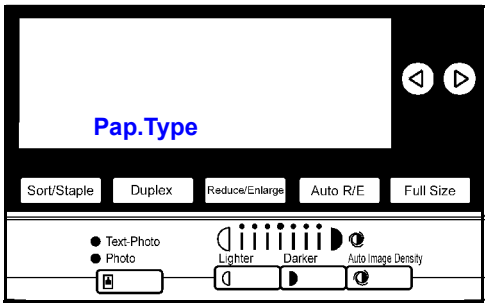
4 Press the (#) key.



5 Touch the Pap.Type key.

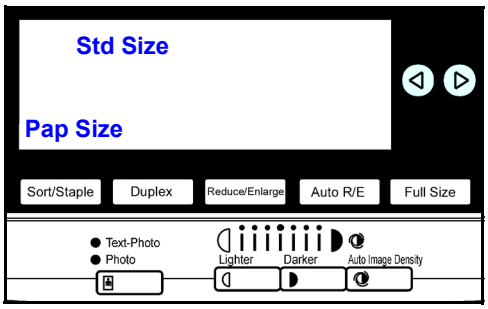
6 Select Plain using the Cursor keys.

7 Touch the OK key.

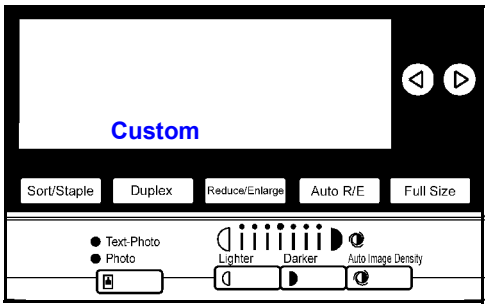


8 Touch the Pap Size key.

- Select Std Size using the Cursor keys.

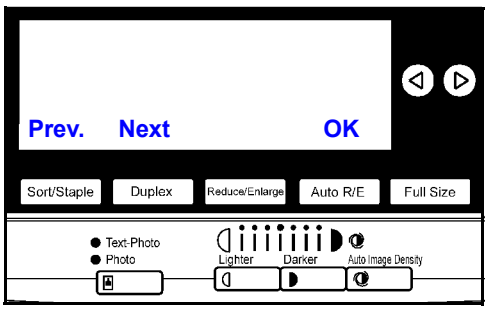


9 Touch the Custom key.



10 Touch the Prev and Next keys.

- Using the Cursor keys, select 4 1/8 x 9 1/2 for Size 10 envelopes.
- Using the Cursor keys, select 3 7/8 x 7 1/2 for Monarch size envelopes.



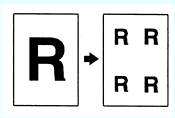
11 Touch the OK key.

12 Touch the Exit key.

13 Set your originals in place.

14 Press the Start key.

Image Repeat Copying



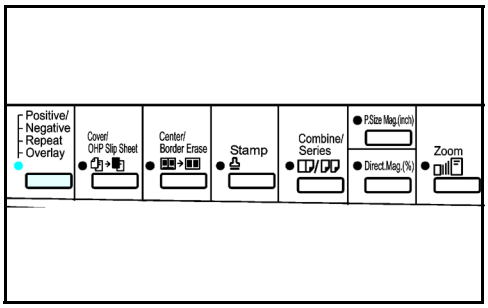
Using Image Repeat, you can copy the same image repeatedly on the same paper.

Note:

- The number of repeated images depends on the original size, copy paper size, and reproduction ratio. Four repeats at 71% and 16 repeats at 35%

1 Select the size of copy paper and the reproduction ratio.

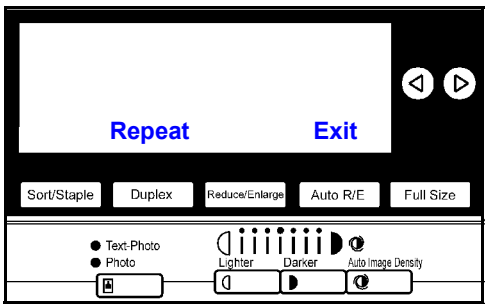
2 Press the Repeat key located under the Special Features Cover.



3 Touch the Repeat key in the Message Display.

4 Touch the Exit key.

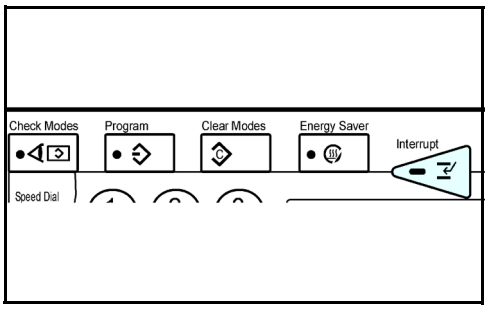
5 Set your originals and press the Start key.



Interrupt Copying

You can interrupt a copy job that is in progress to make a quick copy of another original, without disrupting the original copy job settings or copy count. You do this by using the Interrupt feature.

1 Press the Interrupt key.

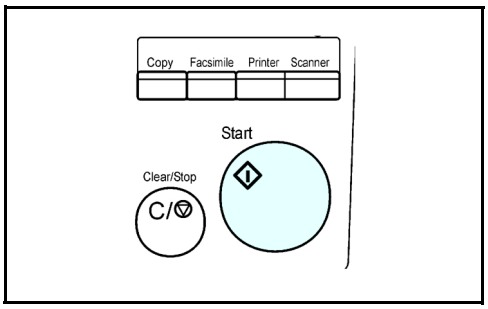


2 When the copier stops:

- Remove your remaining originals from the Document Feeder.
- Position the new original on the Exposure Glass.

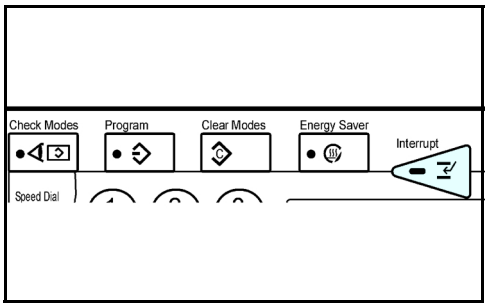
3 Make your copy requirement selections. See “Making Your Copy” on page 1-2.

4 Press the Start key.



5 When all Interrupt copies are finished, press the Interrupt key again to cancel the Interrupt mode.

- The previous copy quantity, copy ratio, copy darkness, and paper size are automatically reset.



6 Put the remaining originals that you removed in Step 2, back into the Document Feed Tray.

7 Press the Start key to continue your original copy job.

Using Memory Copy

All of the functions such as copy quantity, percent reduction, copy darkness, margin shift, etc., for frequently used copy jobs can be stored in Memory Copy.

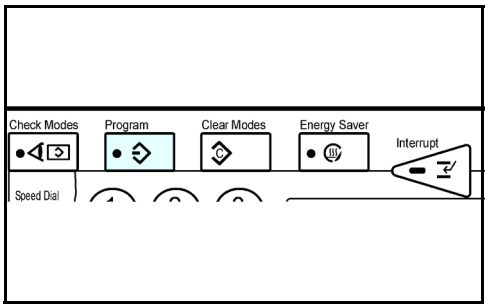
- You can recall these copy jobs in the future with the press of a button.
- Ten copy jobs may be stored in Memory Copy.

Storing a Copy Job in Memory Copy

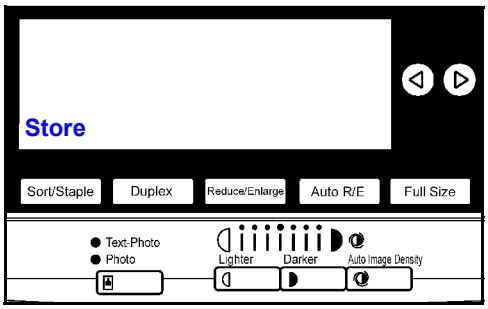
1 Select your copy requirements such as enlargement, quantity, or exposure.

2 Press the Program key.

- The Program Window is displayed.

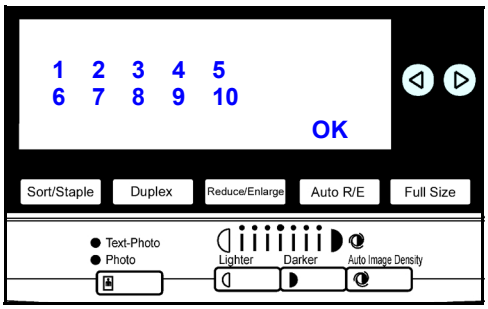


3 Touch the Store key in the Message Display.



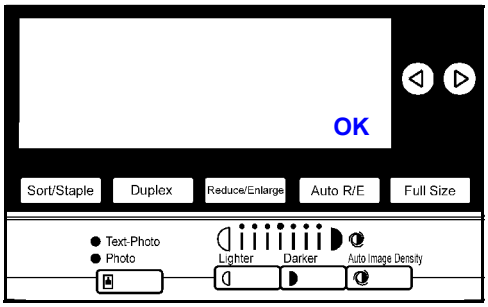
4 Select the Program Number using the Cursor keys.

- If a Program Number has programmed settings in it, the “Program-In” symbol appears in front of the Program number.
- If you press OK, the message “Are you sure you want to overwrite this stored program?” is displayed.



5 Touch the OK key.

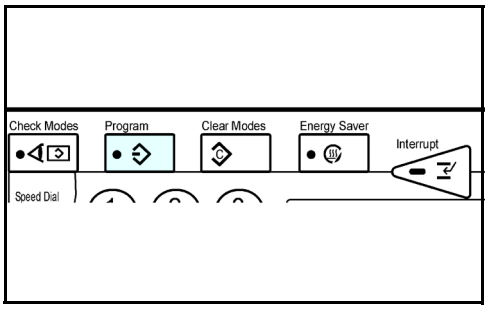
6 When your settings are successfully stored, the Program-In symbol appears next to the number.



Recalling a Copy Job from Memory

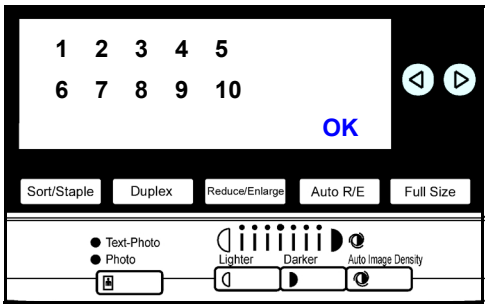
1 Press the Program key.

- The Program window appears.



2 Select the program number you want to recall, using the Cursor keys.

3 Touch the OK key.



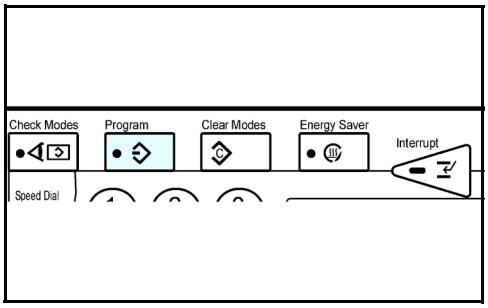
4 Place your originals in the Document Feed Tray.

5 Press the Start key to begin copying.

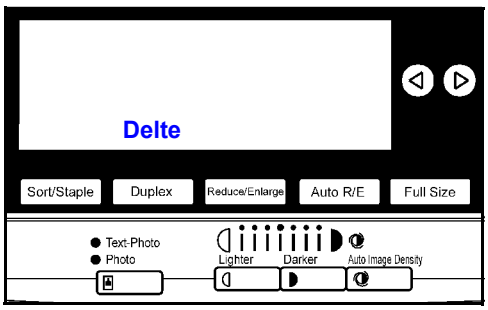
Cancelling a Program

1 Press the Program key.

- The Program window appears.

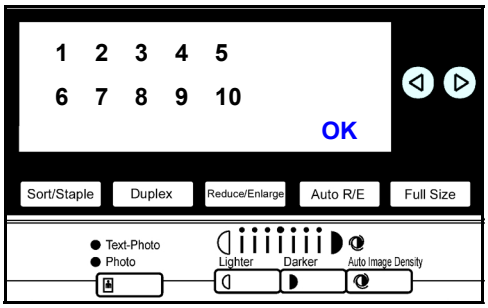


2 Touch the Delete key.



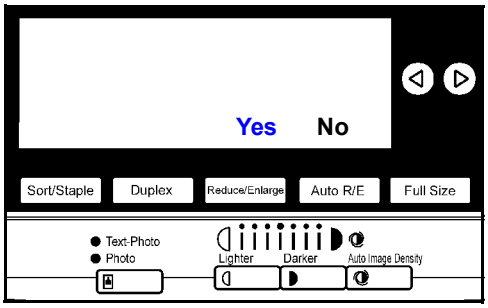
3 Select the program number you want to cancel, using the Cursor keys.

4 Touch the OK key.

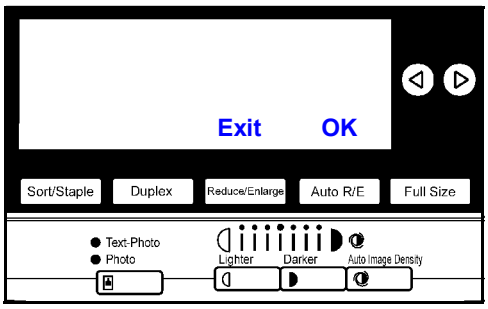


5 Touch the Yes key.

6 To cancel another program, repeat Steps 3 and 4.



7 Touch the Exit key.

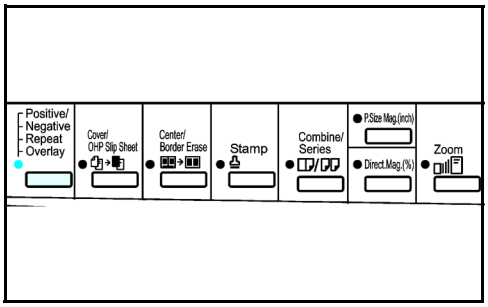


Overlay Copying

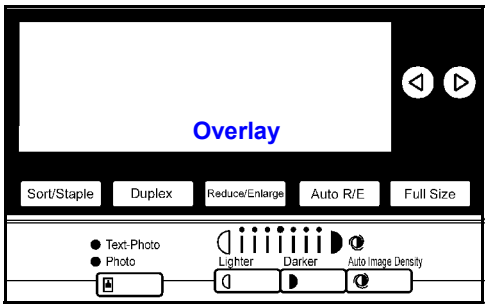
Overlay copying allows you to copy two originals onto the same paper. There are three ways to make overlay copies:

- Overlay-1: The overlay image prints over the copied image.
- Overlay-2: Only the areas of the overlay and the copy that overlap are copied.
- Overlay-3: Originals are merged and where black overlaps black, the image is inverted and copies in white.

1 Press the Overlay key located under the Special Features Cover.

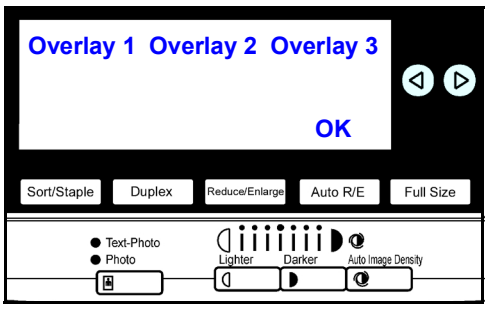


2 Touch the Overlay key on the Message Display.



3 Select the desired Overlay using the Cursor keys.

- Overlay-1
- Overlay-2
- Overlay3



4 Touch the Exit key.

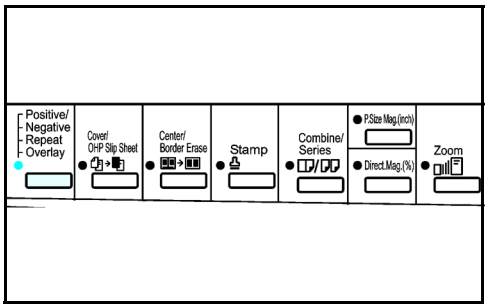
5 Place your original on the Exposure Glass or in the Document Feeder.

6 Press the Start key.

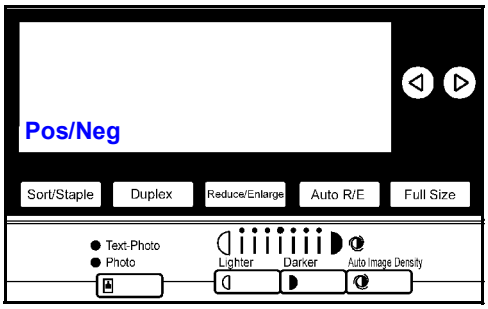
Reversing Positive/Negative Copying

The Reversing Positive/Negative feature reverses the black and white images of the original.

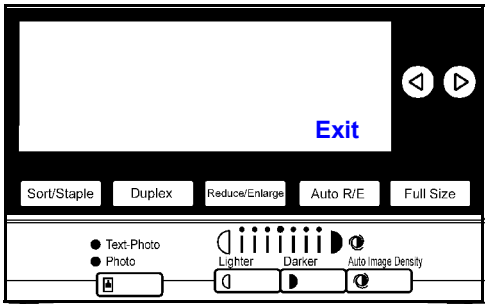
1 Press the Positive/Negative key located under the Special Features Cover.



2 Touch the Pos/Neg key.



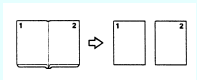
3 Touch the Exit key.



4 Place your originals in the Document Feeder.

5 Press the Start key to begin copying.

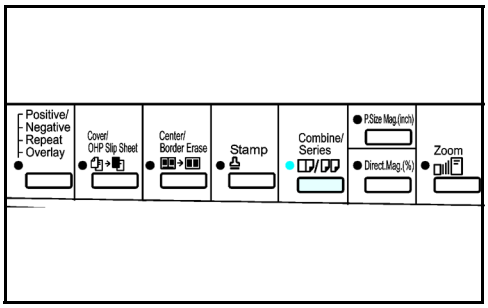
Series Copying - Book to 1-Sided Copies



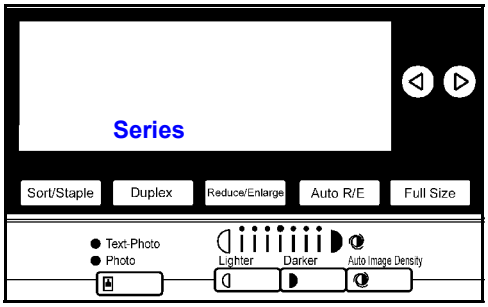
Using Series Copy, you can make two separate one-sided copies from two facing pages of a bound book or magazine.

1 If Duplex mode is selected, touch the Duplex key to turn it OFF.

2 Press the Combine/Series key located under the Special Features Cover.

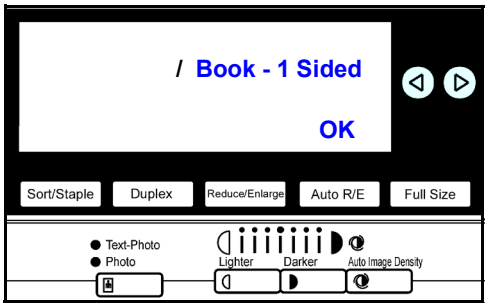


3 Touch the Series key.



4 Select Book to 1-sided using the Cursor keys.

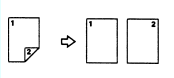
5 Touch the OK key.



6 Touch the Exit key.

7 Place your book on the Exposure Glass and press the Start key.

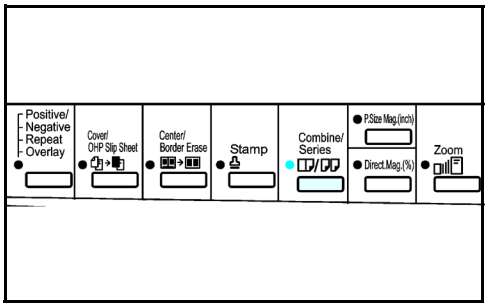
Series Copying - 2-Sided to 1-Sided Copies



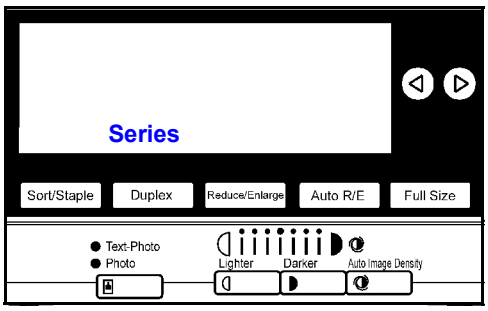
Using Series Copy, you can make two separate one-sided copies from a 2-sided original. You cannot use this feature in the Duplex Mode.

1 If Duplex mode is selected, touch the Duplex key to turn it OFF.

2 Press the Combine/Series key located under the Special Features Cover.

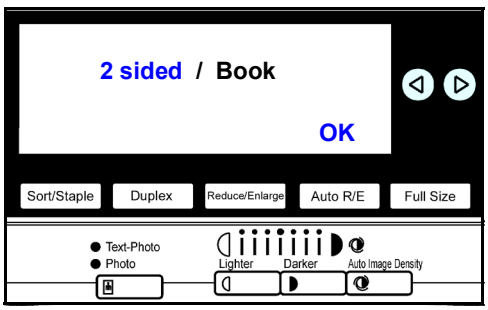


3 Touch the Series key.



4 Select 2-Sided to 1-sided using the Cursor keys.

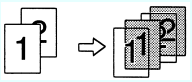
5 Touch the OK key.



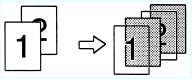
6 Touch the Exit key.

7 Place your originals in the Document Feeder and press the Start key.

Transparency/Slip Sheet Copying



Blank: You can have a blank slip sheet placed behind the copy of each original.



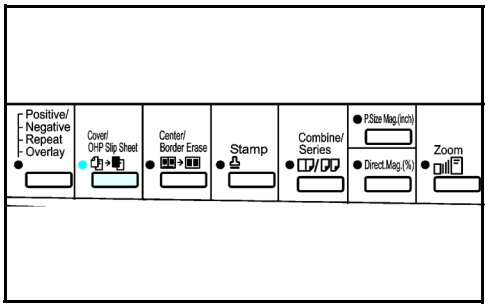
Copy: You can have a slip sheet copied with the image of the orignal and then placed behind the copy of each original.

Note: Before you can use this function, you must select Tray 2 or the Bypass Tray as Cover Only Tray. See “1 General Features - Window 3 of 4” on page 5-13.

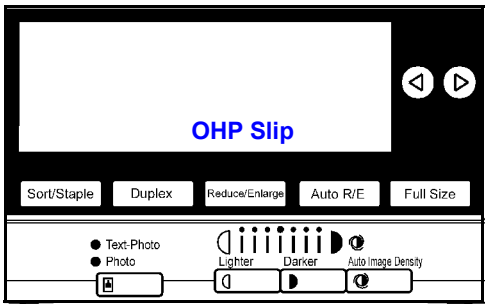
1 If Duplex mode is selected, touch the Duplex key to cancel the duplex mode.

2 Before you can use this function, you must select Tray 2 or the Bypass Tray as Cover Only Tray. See “1 General Features - Window 3 of 4” on page 5-13.

3 Press the Cover/OHP key, located under the Special Features Cover.



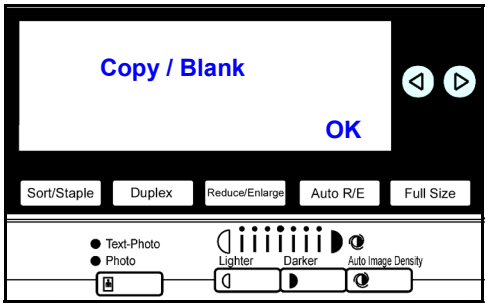
4 Touch the OHP Slip Sheet key.



5 Using the Cursor keys, specify whether to copy on the slip sheet or leave it blank.

6 Touch the OK key, then touch the Exit key.

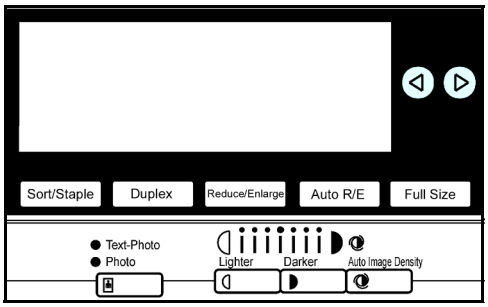
7 Set your Transparencies in the Bypass Tray.



8 Place the Slip Sheets in the Paper Tray.

- Select this tray using the Cursor keys.

9 Place your originals in the Document Feeder and press the Start key to begin copying.



Notes:

Chapter 5

User Tools

Chapter Overview

This chapter covers User Tools for System and Copy operations.

- “Basic Steps to Accessing System Settings” on page 5-2
- “System Settings” on page 5-1
- “Basic Steps to Accessing Copy Settings” on page 5-10
- “Copy Settings” on page 5-8
- “Exiting from User Tools” on page 5-10

System Settings

The User Tools feature allow you to change default settings for: System, Copy, Facsimile, and Printer features to operations you use most.

Follow the “Basic Steps to Accessing System Settings”.

The Message Display for System Settings consist of five windows. Use Next and Prev. keys to scroll through the menus.

Note: Default settings are shown in italics.

System Setting Windows

System’s User Tools has 18 Settings in five Windows to select from.

“System Setting - Window 1 of 5” on page 5-3	
01 Function Priority	02 Panel Tone
03 Copy Count Display	04 System reset
“System Setting - Window 2 of 5” on page 5-3	
05 Function Reset	06 Panel Off Timer
07 Energy Saver Level	08 Energy Saver Timer
“System Setting - Window 3 of 5” on page 5-5	
09 Auto Off Timer	10 ADF (Keep It On)
11 Special Paper Size	12 Pap. Tray Priority
“System Setting - Window 4 of 5” on page 5-6	
13 Auto Tray Switch	14 Special Pap.Indict
15 Output Tray Prio.	16 Print Priority
“System Setting - Window 5 of 5” on page 5-7	
17 Display Contrast	18 Key Op. Tools

Basic Steps to Accessing System Settings

Step	Procedure to Perform
1	Press the User Tools/Counter key.
2	Press “1”, using the keypad.
3	Touch **Next** or **Prev.** using the Message Display Selection key to scroll through the five menu windows.
4	Follow the instructions in the Message Display. Or, follow the steps in the Operating Procedures from the appropriate tables listing the feature desired. • For entering text, reference the Character Input section in the Facsimile Operator Guide.
5	Press the Cancel key in the Message Display to return to the previous menu without changing any data.

The tables on the following pages provide you with information necessary to access the System Settings

Exiting from User Tools

1 After changing the User Tools settings, press the User Tools key to exit the User Tool mode.

System Setting - Window 1 of 5

Description	Operation Procedure
01 Function Priority Specify default function that is displayed after power ON.	1. Enter **01**. 2. Use **Cursor** keys to select function to display. • Copy • Fax • Printer 3. Touch the **OK** key.
02 Panel Tone Disable beep during keystroke	1. Enter **02**. 2. Use **Cursor** keys to select *ON* or OFF. 3. Touch the **OK** key.
03 Copy Count Display Select whether the copy counter counts up or down	1. Enter **03**. 2. Use **Cursor** keys to select *Up* or Down. 3. Touch the **OK** key.
04 System Reset Your unit returns to its initial condition automatically when it is not operated for a preset period of time.	1. Enter **04.** 2. Use the **Cursor** keys to select Off or On. 3. If you choose Yes, enter the auto reset time from 10 to 999 seconds, using the keypad. 4. Default: *On 60 seconds* 5. Touch the **OK** key.

System Setting - Window 2 of 5

Description	Operation Procedure
05 Function Reset Your unit returns to another feature such as fax, copy, or printer, when it is not operated for a preset period of time.	1. Enter **05**. 2. Use the **Cursor** keys to select Instant, or enter a new time using the keypad. 3. Enter time from 3 - 60 seconds or instant. Default: *10 seconds* 4. Touch the **OK** key.
06 Panel Off Timer The Message Display panel turns off automatically after a predetermined time from the last operation. The time can set from 10 to 999 seconds of to off.	1. Enter **06.** 2. Enter time from 10 to 999 seconds Default: *60 seconds* 3. Touch the **OK** key.

Description	Operation Procedure
07 Energy Saver Level	1. Enter **07**. 2. Select *Level 1* or Level 2 using the cursor keys. • *Level 1 Mode:* Level 1 power saver mode saves about 40% power as compared to Stand-by mode. Warm-up time is 15 seconds. • *Level 2 Mode:* Level 2 power saver mode saves about 60% power as compared to Stand-by mode. About 30 seconds to come to Ready. 3. Touch the **OK** key. Note: To manually enter Energy Saver Mode, press and hold the Energy Saver key for 2 seconds. To exit the Energy Saver Mode, press and release the Energy Saver key.
08 Energy Saver Timer Your copier automatically enters the Energy Saver mode after the last operation, after a preset time.	1. Enter **08**. 2. Enter time from 1 to 240 minutes using the keypad. Default: *15 minutes* 3. Touch the **OK** key.

System Setting - Window 3 of 5

Description	Operation Procedure
09 Auto Off Timer Your unit turns itself OFF after the preset time after any unit usage	1. Enter **09**. 1. Enter **time** from 1 to 240 minutes with one minute intervals. (*30 mins.*) 2. Touch the **OK** key.
10 AOF (Keep It On) This is the Automatic Off feature. It should remain ON.	Do not adjust.
11 Special Pap. Size Select the size of the copy paper in the selected paper tray. If correct paper size is not selected a paper misfeed can occur.	1. Enter **11**. 2. Select the desired Paper Tray. 3. Using the Cursor keys, select the paper size in the Paper Tray. 4. Press **OK**.
12 Pap. Tray Priority - copy mode only 1 2 3 You can select the Paper Tray which will be selected as a default when: • Copier is turned ON • System Reset or Auto Reset is turned ON. • Clear Modes/Energy Saver key is pressed. • When Auto Paper Select mode is not selected.	1. Enter **12**. 2. Use **Cursor** keys to select the Paper Tray. • Tray 1 • Tray 2 (optional) • Tray 3 (optional) 3. Touch the **OK** key.

System Setting - Window 4 of 5

Description	Operation Procedure
13 Auto Tray Switch - copy mode only When same size paper is loaded in the same direction in two or more Trays, your unit automatically shifts to another tray when the tray in use runs out of paper. This feature can be cancelled.	1. Enter **13**. 2. Use **Cursor** keys to select *On* or Off. 3. Touch the **OK** key.
14 Sp. Paper Indict. When recycled paper or special paper is in the Paper Trays, the paper type can be indicated in the Message Display	1. Enter **14.** 2. Enter the Paper Tray number. 3. Use the Cursor keys to select: • *No Display* • Recycled • Special 4. Touch the **OK** key.
15 Output Tray Prio. Specifies the tray to which documents are delivered for each feature.	1. Enter **15**. 2. Select feature using Keypad: • 1 Copy • 2 Fax - facsimile option required • 3 Printer - printer option required 3. Use **Cursor** keys to select the desired output tray. 4. Touch the **OK** key.
16 Print Priority (Setting the multi-accessing function) Disables interrupt copying or printing during a print run of another feature. If you attach the optional 1-Bin Tray (internal tray 2) to the unit, you can specify an output tray for each feature. If you want to attach it, contact your service representative. Interrupt printing is disabled for a feature for which “User Code Manage” is set to Yes. The unit switched the screen after the time specified with “Function Timeout” and starts printing with the feature.	1. Enter **16**. 2. Use **Cursor** keys to select: Display, Copy, Fax, or Interleave. • Display - print priority is given to the mode displayed. • Copy - Print priority is given to the copy function. • Fax - Print priority is given to the fax function. • Interleave - Prints jobs in the order in which they are initiated regardless of mode/function. 3. Touch the **OK** key.

System Setting - Window 5 of 5

Description	Operation Procedure
17 Display Contrast This changes the contrast of the Message Display from lighter to darker.	1. Enter **17.** 2. Use the **Cursor** keys to move from Lighter to Darker. • The Message Display changes contrast as you move the cursor. 3. Touch the **OK** key.
18 Key Op. Tools Only persons with User Codes are allowed to use the selected features: • Copy • Fax • Printer	1. Enter **18.** 2. Using the keypad, enter the desired item. • 1 Show/Print Counter: view or print counters by function. • 2 Print Counter List: prints all counters. • 3 Key Op. Access: turns user codes on or off. • Prog. Key Op. Code: register or change Key Operator Codes (8 digits). • Restricted Access: restricts user access to features 3. Touch the **OK** key.

Copy Settings

The User Tools feature allow you to change default settings for: System, Copy, Facsimile, and Printer features to operations you use most.

Follow the “Basic Steps to Accessing Copy Settings”.

Copy User Tools has four categories to select from.

- 1 General Features
- 2 Adjust Image
- 3 Input/Output
- 4 Stamp Setting

Use Next and Prev. keys to scroll through the menus.

Note: Default settings are shown in italics.

Copy Setting Windows

1 General Features

“1 General Features - Window 1 of 4” on page 5-10	
01 APS Priority	02 ADS Priority
03 Original Priority	04 Quick Mode Check
“1 General Features - Window 2 of 4” on page 5-12	
05 Max. Copy Q’ty	06 Original Tone
07Re./En. Priority	08 Print Quality
“1 General Features - Window 3 of 4” on page 5-13	
09 Image Adjustment	10 Text Density
11 Duplex Priority	12 Cover/OHP Tray
“1 General Features - Window 4 of 4” on page 5-14	
13 Copy Reset Timer	14 Initial Mode Set
15 Bypass Mode Clear	16 Key Op. Tools

2 Adjust Image

01 Border Erase Width	02 Center Erase Width
03 Left Dup. Margin	04 Top Dup. Margin
05 Line (Combine)	06 Line (Repeat)

3 Input/Output

3 Input/Output **See "3 Input/Output" on page 5-9**	
01 Duplex Auto Eject	02 Comb. Auto Eject
03 Original Count	04 SADF Auto Reset
05 R. Srt. Aut Pap. Cont	06 Sort

4 Stamp Setting

4 Stamp Setting **See "4 Stamp Settings - Window 1 of 3" on page 5-18**	
01 Page No. Priority	02 Page No. Size
03 Dup. Back Page No.	04 Page No. (Combine)
05 Page No. Position	06 Page No. Adjust
07 Stamp Priority	08 Stamp Size
09 Stamp Density	10 Stamp Position
11 Stamp Adjustment	12 Stamp Page Prio.

Basic Steps to Accessing Copy Settings

Step	Procedure to Perform
1	Press the User Tool key.
2	Press “2”, using the keypad.
3	Select the copy feature you desire by entering its number using the keypad.
4	Touch **Next** or **Prev.** using the Message Display Selection key to scroll through the menu.
5	Follow the instructions in the Message Display. Or, follow the steps in the Operating Procedures from the appropriate tables listing the feature desired. • Function numbers are different depending on your unit model and the options attached to it. • For entering text, reference the Character Input section in the Facsimile Operator Guide.
6	• Press the Cancel key to return to the previous menu without changing any data.

The tables on the following pages provide you with information necessary to access the functions of the six copy features.

Exiting from User Tools

1 After changing the User Tools settings, press the User Tools/Counter key to exit the User Tool mode.

1 General Features - Window 1 of 4

Description	Operation Procedure
01 APS Priority Auto Paper Select (APS) is the default setting when power is turned ON. This can be cancelled.	1. Enter **01**. 2. Use the **Cursor** keys to select *On* or Off. 3. Touch the **OK** key.

Description	Operation Procedure
02 ADS Priority Auto Image Density (AID) In each mode of text, text photo, photo, copied original, and low density original, you can specify whether to select Auto Image Density or not	1. Enter **02**. 2. Enter the mode to default to. 1 Text 2 Text/Photo 3 Photo Use the **Cursor** keys to select *On* or Off. 3. Touch the **OK** key.
03 Original Priority This changes the default when the unit is turned ON.	1. Enter **03**. 2. Use the **Cursor** keys to select *Text*, Text/ Photo, or Photo. 3. Touch the **OK** key.
04 Quick Mode Check You can specify whether the selected functions are shown on the initial display.	1. Enter **04**. 2. Enter quantity from On or *Off* using the Cursor keys. 3. Touch the **OK** key.

1 General Features - Window 2 of 4

Description	Operation Procedure
05 Max. Copy Q'ty The maximum copy quantity van be set from 1 to 99.	1. Enter **05**. 2. Enter quantity from 1 to *99*. 3. Touch the **OK** key.
06 Original Tone This is an audible beep that advises that an original was left on the Exposure Glass.	1. Enter **06**. 2. Use the **Cursor** keys to select *On* or Off. 3. Touch the **OK** key.
07 Re. Ratio Priority This feature allows you to select one of seven reduction ratios to be the default setting.	1. Enter **07**. 2. Use the **Cursor** keys to select the desired ratio. 3. Touch the **OK** key.
08 Print Quality You can select the copy quality. To select Enhanced Mode, the optional 48MF copier memory unit is required to use the Sort function.	1. Enter **08**. 2. Select the *Normal Mode* or Enhanced Mode using the Cursor keys. 3. Touch the **OK** key.

1 General Features - Window 3 of 4

Description	Operation Procedure
09 Image Adjust You can adjust the quality level of copies for each of the original types.	1. Enter **09**. 2. Enter the original type: 1 Text: select; *Normal*, Sharp, Service Mode 2 Text/Photo: select; *Photo Priority,* Text Priority, Service Mode 3 Photo: select; Coarse Print, *Press Print*, Glossy Photo, Service Mode 3. Select the quality you desire using the **Cursor** keys. 4. Press **OK**.
10 Text Density Select the level of darkness for your text copies.	1. Enter **10**. 2. Use the Cursor keys to select Light, *Normal*, or Darker. 3. Touch the **OK** key.
11 Duplex Priority Select the Duplex function to be used as the default setting.	1. Enter **11**. 2. Use the CUrsor keys to select the duplex method. • *Off* / 1 sided to 2 sided / 3 sided to 2 sided 3. Touch the **OK** key.
12 Cover/OHP Tray You can select a special tray for cover and OHP.	1. Enter **12**. 2. Select Tray 2 or *Bypass* using the Cursor keys. 3. Touch the **OK** keys.

1 General Features - Window 4 of 4

Description	Operation Procedure
14 Initial Mode Set You can select the Standard mode or Program No. 10 as the mode to be effective when modes are cleared.	1. Enter **10**. 2. Select *Standard* mode or Program No. 10, using the Cursor keys. 3. Press **OK**.
15 Bypass Mode Clear Specify whether to clear the bypass tray settings when the machine is turned ON, Energy Saver mode is Off, or Copy Reset Timers times out.	1. Enter **15.** 2. Select On or *Off* using the **Cursor** keys. 3. Touch the **OK** key.
16 Key Op. Tools Allows you to change settings for user access limitation for copier functions. 1. **User Code Mgmt**. 2. **Counter Reset:** You can check the number of copies made under each user code. You can also reset each user code's number to 0. 3. **Clear Code/Counter:** You can delete all user codes or reset all counters to 0. 4. **Prog. User Code:** Allows you to register User Codes (up to 50 codes). 5. **Chg/Del User Code:** Allows you to change or delete User Codes. 6. **Counter List Print:** Allows you to print a list of counters shown by user code.To stop the printing, press the cancel key.	1. Enter **16**. 2. Enter copier function number. 3. Enter your selection. 4. Touch the **OK** key.

2 Adjust Image - Window 1 of 2

Description	Operation Procedure
1 Border Erase Width This allows you to change the width of the border area to be erased.	1. Enter **1.** 2. Enter the border width to be erased • Enter from 0.1 to 2.0 inches in 0.1 increments. • Default is *0.4 inch.* 3. Touch the **OK** key.
2 Center Erase Width This allows you to change the width of the center area to be erased.	1. Enter **2.** 2. Enter the center width to be erased • Enter from 0.1 to 2.0 inches in 0.1 increments. • Default is *0.4 inch.* 3. Touch the **OK** key.
3 Left Dup Margin This allows you to adjust margin width on the front side of copies in Margin Adjust mode.	1. Enter **3.** 2. Enter the left binding margin width. • Enter from 0.1 to 2.0 inches in 0.1 increments. • Default is *0.4 inch.* 3. Touch the **OK** key.
4 Top Dup. Margin This allows you to specify a top margin on the back side of copies for duplex mode.	1. Enter **4** 2. Enter the top binding width • Enter from 0.0 to 2.0 inches in 0.1 increments. • Default is *0.2 inch.* 3. Touch the **OK** key.

2 Adjust Image - Window 2 of 2

Description	Operation Procedure
5 Line (Combine) This allows you to select a separation line in Double Copy mode from: None, Solid, Broken 1, Broken 2, or Crop Marks	1. Enter **5**. 2. Use the **Cursor** keys to select the type of separation line for combine copies. • *None*, Solid, Broken 1, Broken 2, Crop Marks 3. Touch the **OK** key.
6 Line (Repeat) This allows yo to select a separation line in Repeat mode from: None, Solid, Broken 1, Broken 2, or Crop Marks.	1. Enter **6**. 2. Use the **Cursor** keys to select the type of separation line for double copies. • *None*, Solid, Broken 1, Broken 2, Crop Marks 3. Touch the **OK** key.

3 Inputs/Outputs - Window 1 of 2

Description	Operation Procedure
1 Duplex Auto Eject When making 2-sided copies from 1-sided originals, the last copy paper can exit the duplex tray automatically with the back side blank. This is the default.	1. Enter 1. 2. Use the **Cursor** keys to select *On* or Off. 3. Touch the **OK** key.
2 Comb. Auto Eject If the number of originals in the Document Feeder is less than the entered number in the Combine Mode, copies can be made. This is the default. You can change this setting.	1. Enter **2**. 2. Use the **Cursor** keys to select *On* or Off. 3. Touch the **OK** key.
3 Original Count This allows the display to show the number of originals being fed through the Document Feeder.	1. Enter **3**. 2. Use the **Cursor** keys to select On or *Off*. 3. Touch the **OK** key.
4 SADF Auto Reset When placing an original document in the document feeder, the document feeder becomes ready for the next original after a preset time. This time is adjustable from three to 99 seconds in one second intervals.	1. Enter **4**. 2. Enter the time from three seconds to 99 seconds in one second intervals. The default is *4 seconds*. 3. Touch the **OK** key.

3 Inputs/Outputs - Window 2 of 2

Description	Operation Procedure
5 R.Srt. Aut Pap Cent Rotate sort is selected when using the sorting function.	1. Enter **5**. 2. Use the **Cursor** keys to select On or *Off*. 3. Touch the **OK** key.
6 Sort Allows you to select a method of sorting copies: Sort, Rotate Sort, or Offset Sort. Optional Finisher is required.	1. Enter **6**. 2. Use the **Cursor** keys to select a sorting mode. • Sort, Rotate Sort, Offset Sort 3. Touch the **OK** key.

4 Stamp Settings - Window 1 of 3

Description	Operation Procedure
01 Page No. Priority Select the page number style: P1, P2..., 1/5, 2/5..., -1-, -2-...	1. Enter **01**. 2. Use the **Cursor** keys to select page number style. 3. Touch the **OK** key.
02 Page No. Size Select the page number size: Auto, Large, Medium, Small	1. Enter **02**. 2. Use the **Cursor** keys to select page number size. 3. Touch the **OK** key.
03 Dup. Back Page No. Select the page number location of duplex page: Left Side, Right Side	1. Enter **03**. 2. Use the **Cursor** keys to select back of page number position. 3. Touch the **OK** key.
04 Page No. (Combine) When making Combine copies, you can select page numbers per copy or per originals.	1. Enter **04**. 2. Use the **Cursor** keys to select *Per Copy* or Per Original. 3. Touch the **OK** key.

4 Stamp Settings - Window 2 of 3

Description	Operation Procedure
05 Page No. Position Select the page number location for any style of page number.	1. Enter **05.** 2. Use the **Cursor** keys to select your page number style. 3. Touch the **OK** key. 4. Use the **Cursor** keys to select the page number position. • P1,P2... *Top Right*, Bottom Right, Bottom Center • 1/5,2/5... *Top Right*, Bottom Right, Bottom Center • -1-, -2-... Top Right, Bottom Right, *Bottom Center* 5. Touch the **OK** key.
06 Page No. Adjust When you print page numbers on the top right, you can adjust the position in the range 0-50 mm, 0-2.0 inch in 1 mm or 0.1 inch increments.	1. Enter **06.** 2. Use the **Cursor** keys to select your page number position. 3. Touch the **OK** key. 4. Enter the value from top and from right. 5. Touch the **OK** key.
07 Stamp Priority Select the message stamp from the seven reselected messages.	1. Enter **07**. 2. Use the **Cursor** keys to select the stamp. 3. Touch the **OK** key.
08 Stamp Size Select the size of the stamp.	1. Enter **08.** 2. Use the **Cursor** keys to select the stamp. 3. Touch the **OK** key. 4. Use the Cursor keys to select size. • *1x*, 2x 5. Touch the **OK** key.

4 Stamp Settings - Window 3 of 3

Description	Operation Procedure
09 Stamp Density Select the density of the stamp message.	1. Enter **09.** 2. Use the **Cursor** keys to select stamp. 3. Touch the **OK** key. 4. Use the **Cursor** key to select density • Solid, *Screen.* 5. Touch the **OK** key.
10 Stamp Position Select the position of the stamp message.	1. Enter **10.** 2. Use the **Cursor** keys to select stamp. 3. Touch the **OK** key. 4. Use the **Cursor** key to select stamp location. • *Top*, Center, Bottom. 5. Touch the **OK** key.
11 Stamp Adjustment When you print the stamp, you can adjust the position in the range 0-50 mm, 0-2 inches, in 1 mm, 0.1 inch increments. This setting is valid on all stamps.	1. Enter **11.** 2. Use the **Cursor** keys to select stamp location. 3. Touch the **OK** key. 4. Enter the value from the top. 5. ENter the values from the center (left, Right). 6. Touch the **OK** key.
12 Stamp Page Prio. Select stamp page priority.	1. Enter **12.** 2. Use the **Cursor** keys to select stamp. 3. Touch the **OK** key. 4. Use the **Cursor** key to select *All Pages* or 1st page only 5. Touch the **OK** key.

Chapter 6

Special Copier Functions

Chapter Overview

This Chapter covers:

- "Preset Stamp - Printing Preset Messages" on page 6-1
- "Page Numbering - Printing Page Numbers" on page 6-3
- "Energy Saving Modes" on page 6-5
- "Auto Power Shut-Off Mode" on page 6-6

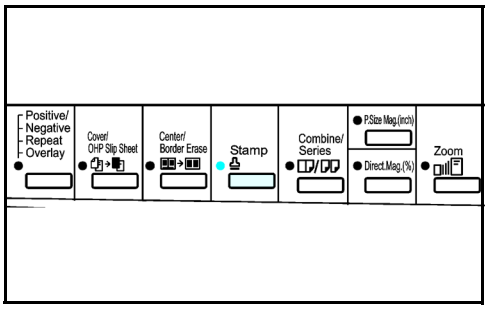
Preset Stamp - Printing Preset Messages

You can have one of the following messages stamped on your copies and you can choose the location on the page where it will be stamped.

- CONFIDENTIAL
- COPY
- URGENT
- PRIORITY
- For Your Information
- PRELIMINARY
- For Internal Use Only

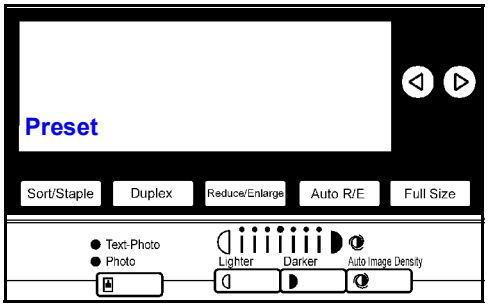
1 Press the Stamp key under the Special Features Cover.

- The Special Features Indicator turns ON.



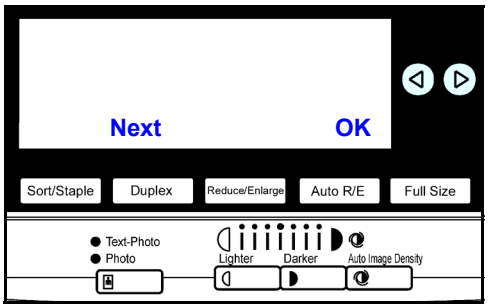
2 Touch the Preset key.

- Seven preselected texts are displayed.



3 Select the Preset Stamp text you desire using the Cursor keys.

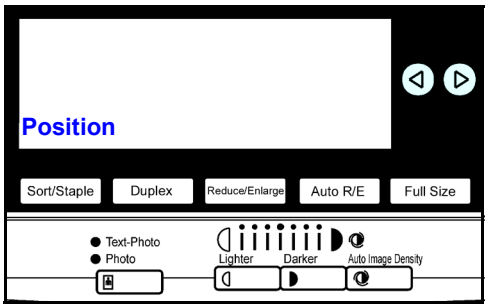
4 Touch the OK key.



5 Touch the Position key.

6 Use the Cursor keys to select the location where you want the stamp to be printed.

- Top: left, center, right
- Center: left, center, right
- Bottom: left, center, right

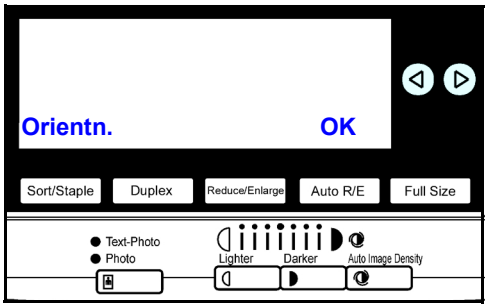


7 Touch the Orientation key.

- This allows you to select if you want your stamp to printed vertically or horizontally.

8 Use the Cursor keys to select the vertical or horizontal orientation of the stamp.

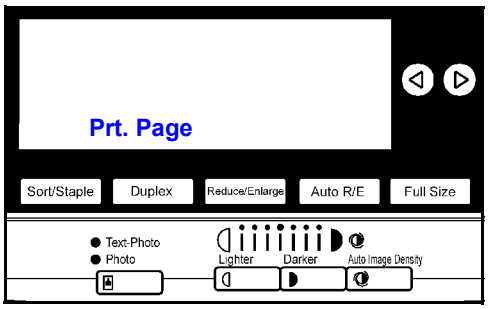
9 Touch the OK key.



10 Touch the OK key.

11 Touch the Prt.Page key.

- This allows you to have all of the copied pages copied with the selected message, or just the first page.



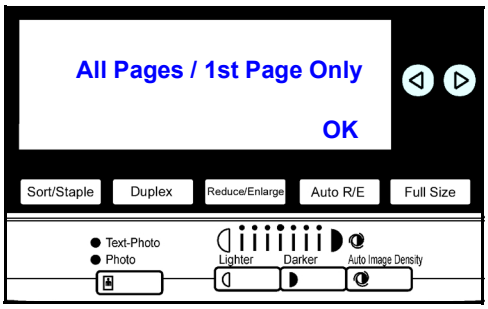
12 Use the Cursor keys to select All Pages or 1st Page Only.

13 Touch the OK key.

- Selections are displayed.

14 Touch the OK key.

- The preset stamp selected is displayed.



15 Touch the Exit key to accept the settings.

16 Place your originals in the Document Feeder and make your copy selections.

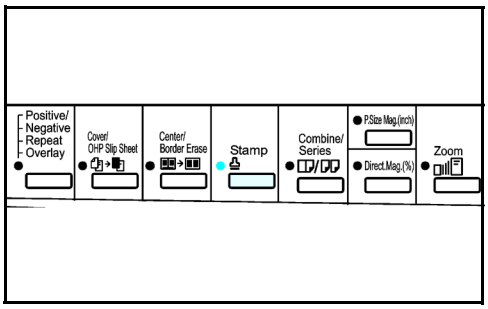
17 Press the Start key.

Page Numbering - Printing Page Numbers

Page numbering allows you to have your copies numbered. There are three styles of page numbering: P1, P2, ..., 1/5, 2/5 ..., -1-, -2-, ... With this feature, you can select the location of the number on the copied page. When numbering is selected, Sort Mode is automatically selected.

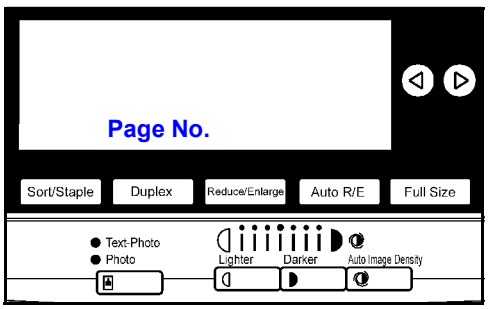
1 Press the Stamp key located under the Special Features Cover.

- The Special Features Indicator Light turns ON.



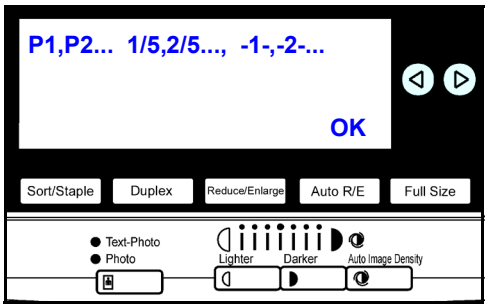
2 Touch the Page No. key.

- Three page numbering styles are displayed.



3 Use the Cursor keys to select a page numbering style.

- P1, P2, ...: This numbers the pages with P in front of the page number.
- 1/5, 2/5, ...: This numbers the pages as a set, such as 1 of 5, 2 of 5.
  Note: If more original pages are copied, only the number of pages listed will have page numbering (for example: 10 original, number of pages enter: 5, only five pages will have page numbers). All pages will have the specified stamp printed.
- -1-, -2-, ...: This places a dash before and after the page number.



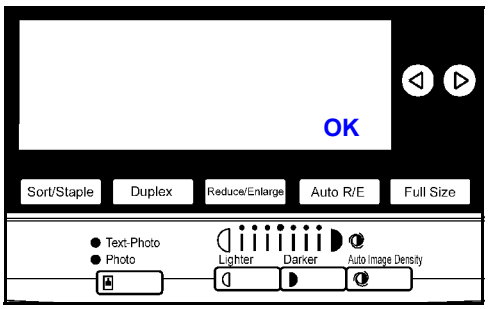
4 After selecting the page numbering style, touch the OK key.

5 When using the page numbering style as sets (1/5, 2/5), enter the:

- Start Pages: From Page ___
- Start No.: ___
- Total Pages: ___
- Use the Cursor key to move to the next entry.

6 Touch the OK key.

- The selections are displayed.



7 Touch the OK key.

- Page numbering sequence is displayed.

8 Touch the Exit key to accept the settings.

9 Place your originals in the Document Feeder and make your copy selections.

10 Press the Start key to begin copying.

Energy Saving Modes

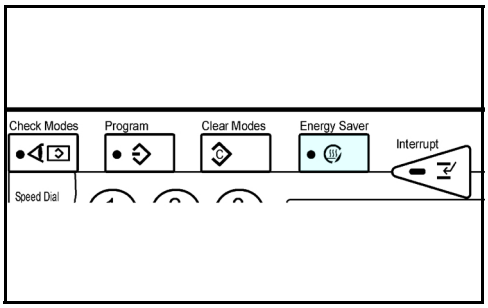
Your copier has two Energy Saving mode levels that can be turned on manually or automatically. You can select the Energy Saver Level from the User Tools settings.

- Energy Saver mode - Level 1, saves 30% power as compared with Stand By mode and takes approximately three seconds to warm up to the Ready condition. See “System Setting - Window 2 of 5” on page 5-3.
- Energy Saver mode - Level 2, saves 70% power as compared with Stand By mode and takes approximately ten seconds to warm up to the Ready condition. See “System Setting - Window 2 of 5” on page 5-3.

Entering the Energy Saver Mode

Manually Entering the Energy Saver Mode

To manually put your copier into the Energy Saver mode, press and hold the Energy Saver key for approximately two seconds.



- The Energy Saver indicator light turns ON.
- The On/Off and Main Power indicator lights remain ON.
- The Display Screen and all other indicator lights turn OFF.

Automatically Entering Energy Saver Mode

Your copier goes into the Energy Saver mode automatically after the preset time has passed.

- Using the Energy Saver Timer in User Tools, you can set the preset time that your copier waits before it goes into the Energy Saver mode. See “System Setting - Window 2 of 5” on page 5-3. You can set this time delay from 1 to 240 minutes.

When your copier goes into the Automatic Energy Saver mode:

- The Energy Saver indicator light turns ON.
- The On/Off and Main Power indicator light.
- The Display Screen and all other indicator lights turn OFF.

Exiting the Energy Saver Mode

Your copier exits the Energy Saver mode and returns to Ready, when any of the following take place:

- When you press the Energy Saver key.
- When you place original document in the Document Feeder Tray.
- When you raise the Automatic Document Feeder.
- When you open and close a Paper Tray or any Access Covers.

Auto Power Shut-Off Mode

When your copier enters the Auto Power Shut-Off mode, the Operation Indicator Light turns OFF.

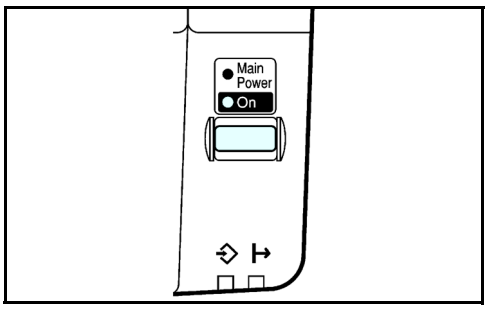
The Auto Power Shut-Off mode saves more power than the Energy Saver mode, but requires a longer warm-up time than the Energy Saver mode.

You can set the preset time of the Auto Power Shut-off Time from 1 to 240 minutes using System Setting 09, Auto Timer Off. See “System Setting - Window 3 of 5” on page 5-5.

Entering the Auto Power Shut-off Mode

Your copier enters the Auto Power Shut-off mode when one of the following takes place:

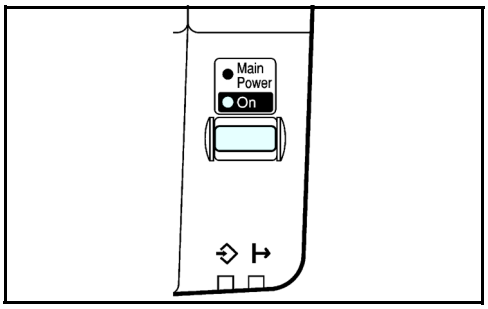
- The Auto Timer Off times out after the last copy is run.
- If you press the Operation key.



Exiting the Auto Power Shut-Off Mode

Your copier exits the Auto Power Shut-off mode and returns to its Ready condition when:

- The Operation key is pressed.



Selecting the Copy Exit Tray

You can select the exit tray to which your copies, bypass copies, optional printed fax messages, and optional printer copies exit to.

- Internal Tray 1
- Internal Tray 2

You may select the exit tray for your copies, optional fax messages and optional printer copies using User Tool System Setting, 15 Output Tray Priority. See “System Setting - Window 4 of 5” on page 5-6.

Selecting the Original Alert Signal

About two seconds after the copy job is done, a beeper beeps twice and the message: “Original left on glass” is displayed when you leave your original on the Exposure Glass.

You can turn this feature OFF with User Tools. See “1 General Features - Window 2 of 4” on page 5-12.

Notes:

Chapter 7

Using Finisher/Sorter

Chapter Overview

Included in this Chapter are:

- "Using Non-Sort Mode" on page 7-1
- "Using Sort Mode" on page 7-2
- "Using Stack Mode" on page 7-3
- "Using Staple Mode" on page 7-4

Using the Finisher/Sorters (optional)

The Sorter/Staple key functions only when the optional Sorter/Finisher is installed on the copier. The Sorter/Finisher functions are:

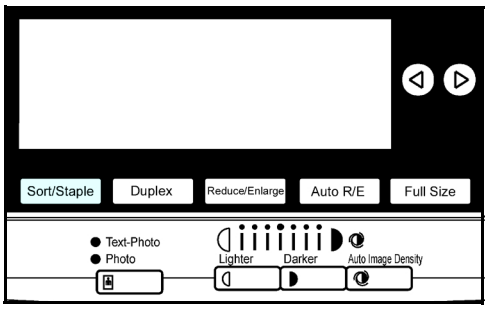
- Non-Sorted Copies: All copies exit to the exit bin.
- Sorted Copy Sets: One copy of each original exits to the exit bin.
- Stacked Copy Sets: Copies of each original are stacked together.
- Staple: This staples your copy sets.

Using Non-Sort Mode

Use Non-Sort copying when you are making copies that require no stacking or sorting.

Be sure to use the Non-Sort mode when copying onto special papers such as transparency film or label stock.

1 If the Sort/Staple indicator light is ON, touch the Sorter/Staple key to turn it OFF.

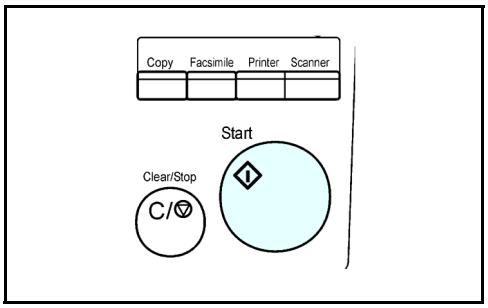


2 Place your originals face-up in the optional Document Feeder or face-down on the Exposure Glass.

3 Make your copy requirements selections. See “Making Your Copy” on page 1-2.

4 Press the Start key to begin copying.

- You copies exit to the Sorter exit tray.
- You can program your copier to exit your copies to the Internal Tray, Internal Tray 2, or the Sorter/Finisher.

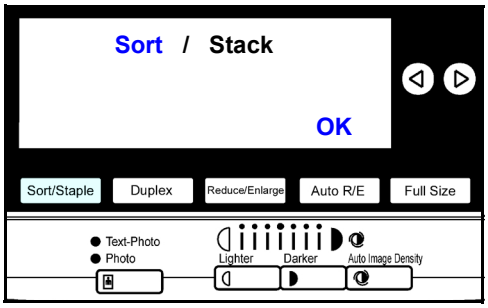


Using Sort Mode

In Sort Mode, every other copy set is shifted for ease of separation. The shift tray of the optional Sorter/Finisher provides this function by sliding from side-to-side,

1 Touch the Sort/Staple key.

- To cancel this mode, touch the Sorter/Staple key again and the indicator light goes OFF.



2 Use the Cursor keys to select Sort.

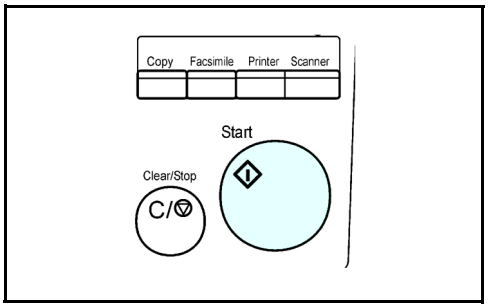
3 Touch the OK key.

4 Place your originals face-up in the optional Document Feeder or face-down on the Exposure Glass.

- Place your originals in the Document Feeder, so the first page is on top.
- When you are copying from the Exposure Glass in the Sort Mode, always copy the last page of a document first and work your way forward to the first page. Your copies are then sorted in the correct order.

5 Make all of your copy requirement selections. See “Making Your Copy” on page 1-2.

6 Press the Start key to begin copying.

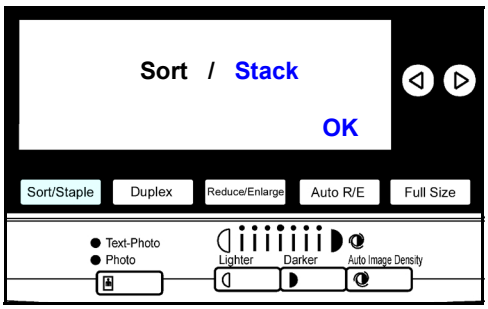


Using Stack Mode

Stacking keeps the copies of each original together.

1 Touch the Sort/Staple key.

- To cancel this mode, touch the Sorter/Staple key again and the indicator light goes OFF.



2 Use the Cursor keys to select Stack.

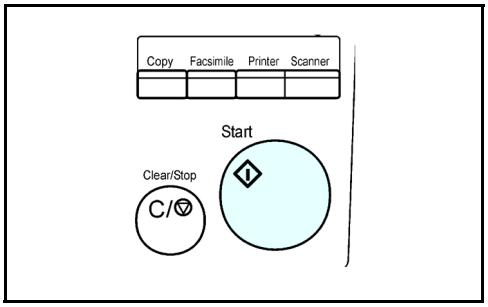
3 Touch the OK key.

4 Place your originals face-up in the optional Document Feeder or face-down on the Exposure Glass.

- Place your originals in the Document Feeder, so the first page is on top.
- When you are copying from the Exposure Glass in the Sort Mode, always copy the last page of a document first and work your way forward to the first page. Your copies are then sorted in the correct order.

5 Make all of your copy requirement selections. See “Making Your Copy” on page 1-2.

6 Press the Start key to begin copying.

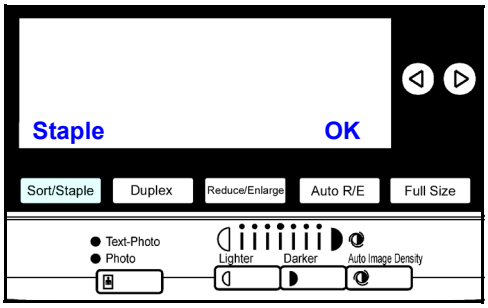


Using Staple Mode

The optional Sorter/Finisher staples your copy sets. This function only works with the Sort function.

1 Touch the Sort/Staple key.

- To cancel this mode, touch the Sorter/Staple key again and the indicator light goes OFF.



2 Touch the Staple key.

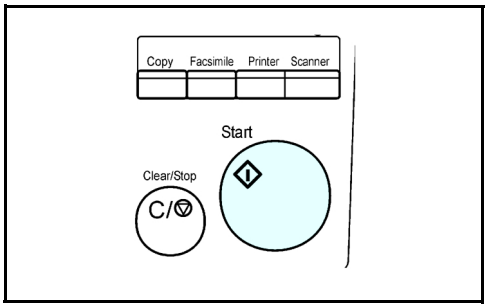
3 Touch the OK key.

4 Place your originals face-up in the optional Document Feeder or face-down on the Exposure Glass.

- Place your originals in the Document Feeder, so the first page is on top.
- When you are copying from the Exposure Glass in the Sort Mode, always copy the last page of a document first and work your way forward to the first page. Your copies are then sorted in the correct order.

5 Make all of your copy requirement selections. See “Making Your Copy” on page 1-2.

6 Press the Start key to begin copying.



Chapter 8

Service and Supplies

Chapter Overview

This Chapter explains how to add supplies and remove misfeeds from your copier. Remember, the use of Lanier supplies gives the best results over the life of your copier. The use of unauthorized supplies may cause damage to your copier.

Included in this chapter are:

- "Loading Paper" on page 8-1
- "Loading Paper in the Large Capacity Cassette (LCC)" on page 8-2
- "Changing Paper Size in Trays 1 and 2" on page 8-3
- "Programming Special Paper Size" on page 8-4
- "Changing Paper Tray Sizes" on page 8-3
- "Adding Toner" on page 8-6
- "Adding Staples" on page 8-8
- "Removing Jammed Staples" on page 8-10
- "Removing Misfeeds" on page 8-12

Loading Paper

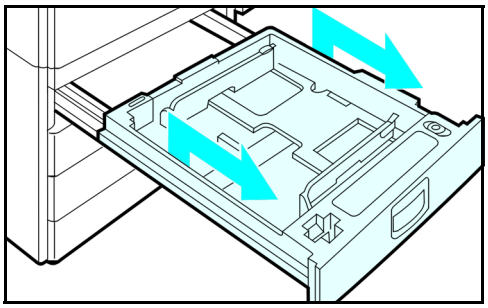
To save space, this copier has been designed with an adjustable, front-loading Paper Tray, which is easily opened for paper loading.

The Add Paper Indicator turns ON when there is no copy paper in the selected Paper Tray, or when the Paper Tray is not fully closed.

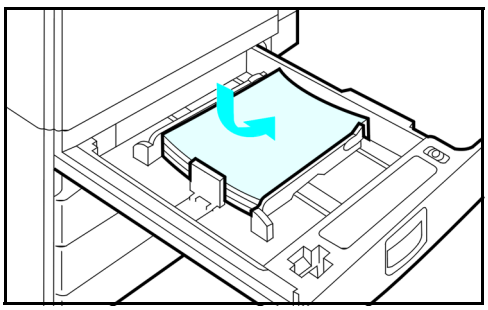
Loading Paper in the Paper Tray

1 Gently pull out the Paper Tray until it stops.

Note: When you are adding paper to Paper Tray 1, be sure the bottom plate is down. If it is not, press it down.



2 Fan the copy paper and insert it into the Paper Tray.



- When you are adding paper to the Paper Tray, first remove remaining paper, combine it with the paper to be added and then reload the paper as a single stack.
- If you change to a different size of copy paper, the Paper Tray must be adjusted. See “Changing Paper Size in Trays 1 and 2” on page 8-3. Also, “Programming Special Paper Size” on page 8-4.
- The tray holds up to 500 sheets of 20 lb. bond paper.
- Do not load paper above the maximum height line.

3 Push the Paper Tray fully back into the copier.

Loading Paper in the Large Capacity Cassette (LCC)

The LCC has room for two stacks of similar paper. Each stack can contain up to 1,000 sheets of 20 pound paper. When the stack of paper on the right runs out during a copy run, the copier stops and the left stack of paper is automatically moved over to the right side, and copying resumes automatically.

1 Gently pull out the LCC Paper Tray until it stops.

2 Fan the copy paper and then insert it into the Paper Tray on the right side, then place copy paper on the left side.

- Align the right edge of the right copy paper stack with the right edge of the tray.
- Align the left edge of the left copy paper stack with the left edge of the tray.
- Do not stack paper above the paper limit mark.
- When you are adding paper to the Paper Tray, first remove remaining paper, combine it with the paper to be added and then reload the paper as a single stack.
- The LCC holds a total of 2,000 sheets of 20 pound paper.

3 Push the LCC Paper Tray fully back into the copier.

Changing Paper Tray Sizes

Changing paper size in the Paper Tray requires two easy procedures:

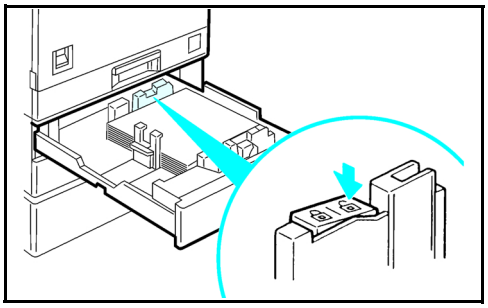
1. You must adjust the Paper Tray by moving the Side Guides and Rear Guide to fit the paper.
2. You must set the Paper Size Selector to match the paper in the Tray.

Changing Paper Size in Trays 1 and 2

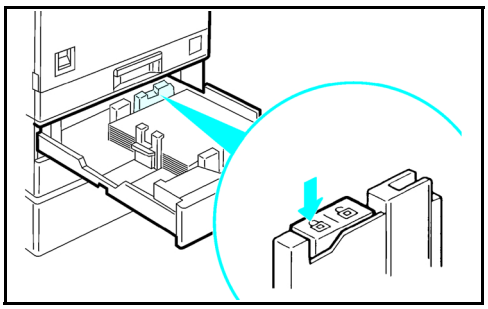
1 Pull Paper Tray 1 or 2 out until it stops, then remove the paper in it.

2 Press the green Lock Lever in the rear Side Guide to unlock the Side Guides.

3 Press the green Release Lever on the front Side Guide. Reposition the Paper Side Guides to the positions that correspond with the paper size you are using.



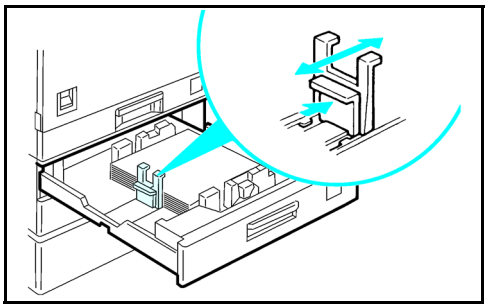
4 Press the green Lock Lever in the rear Side Guide to lock the Side Guides in position.



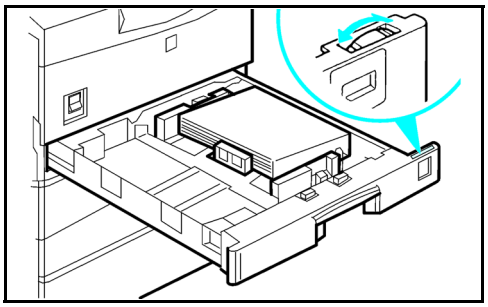
5 Squeeze the tab on the Rear Guide and slide the back Paper Guide to the new paper size.

6 Load your copy paper into the Paper Tray.

- Do not load paper above the maximum height line.



7 Rotate the Paper Size Selector to match the paper being used.



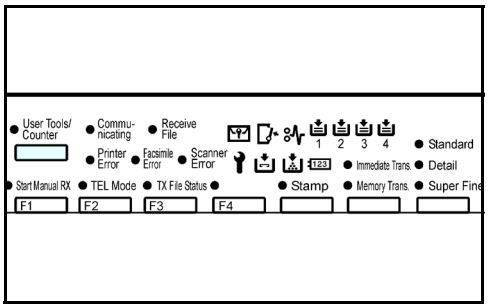
8 If normal size paper is used in the Paper Tray, move the clear Paper Selection Lever all the way to the left.
Note: this applies to Paper Tray 2 only.

9 If non-standard size paper is used in the Paper Tray, move the clear Paper Selection Lever all the way to the right.
Note: this applies to Paper Tray 2 only.

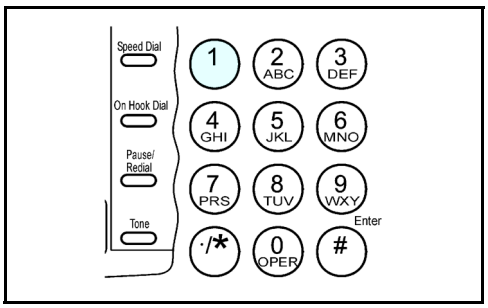
10 Push the Paper Tray fully back into the copier.

Programming Special Paper Size

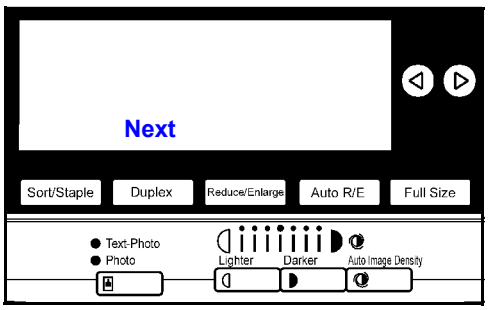
1 Press the User Tools/Counter key.



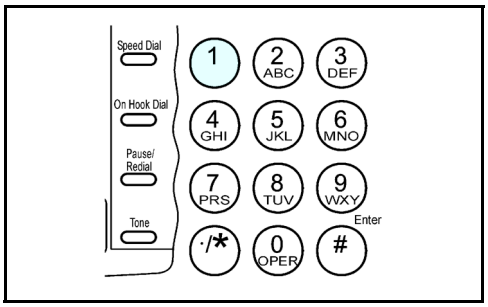
2 Select “1 System” by pressing 1 on the keypad.



3 Touch the Next key two times.

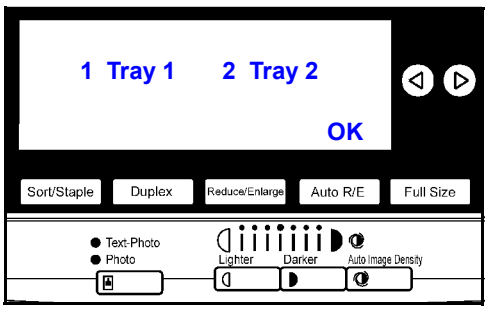


4 Enter “11” using the keypad.



5 Select the desired Paper Tray and Paper Size using the keypad.

6 Select OK.



Adding Toner

When the Add Toner status symbol is ON, it is time to add toner to your copier. If copying is continued while the Toner Indicator is ON, copies will gradually become lighter.

When replacing toner, DO NOT turn OFF the Main Power Switch. If you do, your settings are cleared from memory.

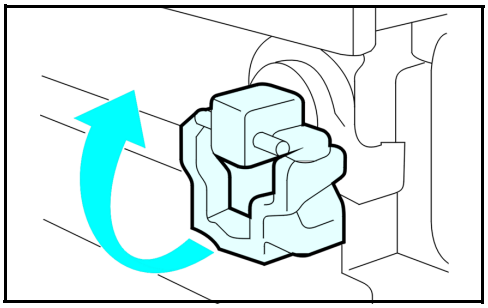
For best copying results, use only Lanier supplies which are designed, engineered, and tested to maximize the life and performance of Lanier copiers.

1 Open the Front Cover of the copier.

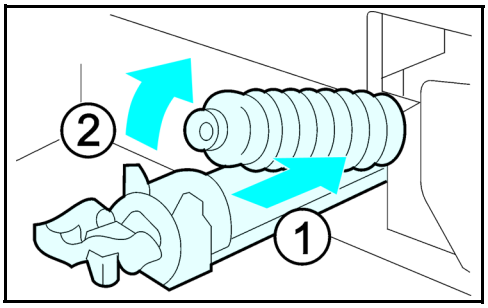
2 Lift up on the Green Handle.

3 While holding down the green lever, pull out the Toner Cartridge while holding onto the Green Handle.

4 Pull the Toner Cartridge Holder out until it stops.

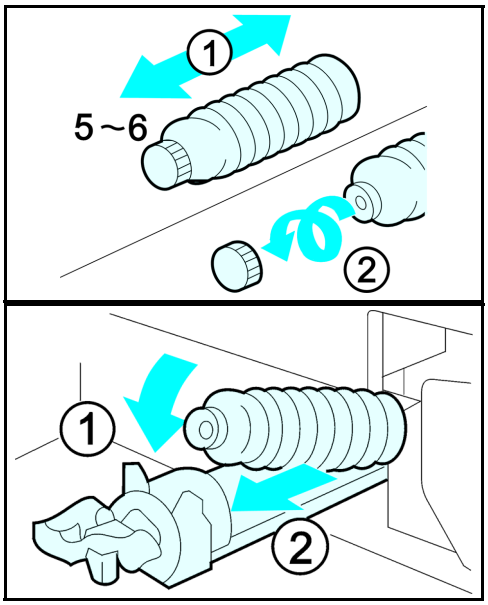


5 Press the Toner Cartridge back and then lift up and remove it.



6 Hold the new Toner Cartridge by the sides and shake it back and forth about 5 or 6 times.

- Then, remove the cap from the Toner Cartridge.
- Do not remove the inner black cap.



7 Insert the Toner Cartridge into the Toner Cartridge Holder and slide the cartridge forward.

8 Push the Toner Cartridge Holder in until it stops.

9 Push down on the Green Handle to lock it in place.

10 Close the Front Cover of the Copier.

Finisher/Sorter

On the inside of the front cover of the Finisher, are pictorial instructions for

- Adding staples
- Removing staple jams
- Removing a paper misfeed

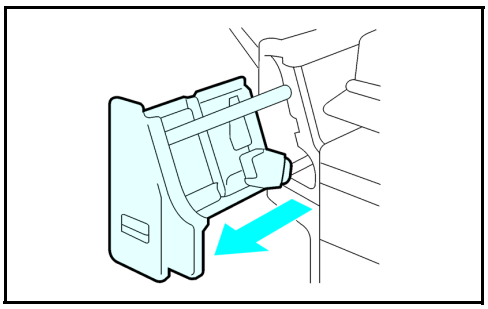
When adding staples, removing a staple jam, or a paper misfeed, refer to the pictorial instructions.

Adding Staples

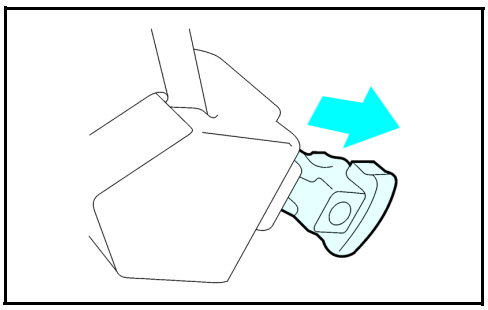
F-535 (1,000 sheet finisher)

1 Open the Front Cover of the Finisher.

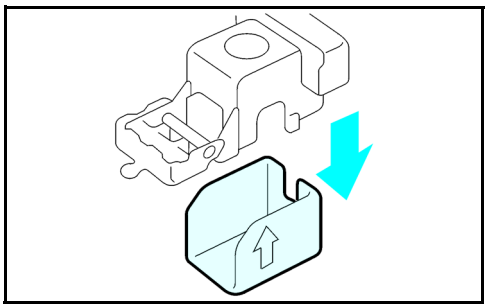
- Locate the pictorial instructions.



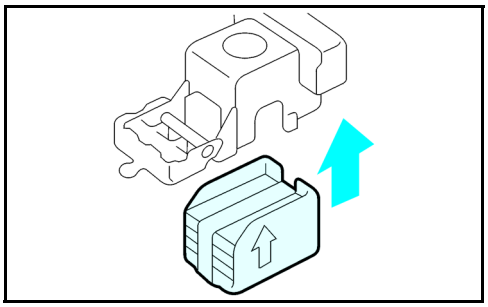
2 Remove the Staple Cartridge.



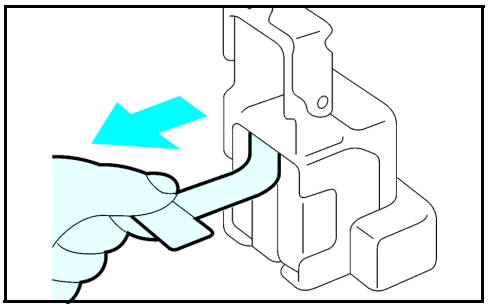
3 Remove the empty refill in the direction of the arrow.



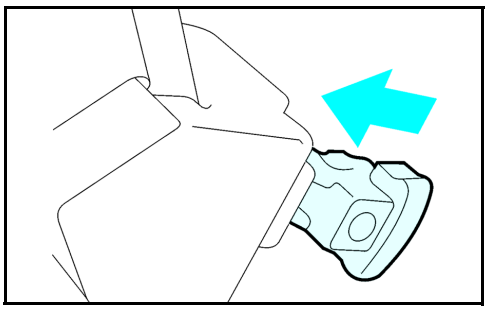
4 Push in the new refill until it clicks in place.



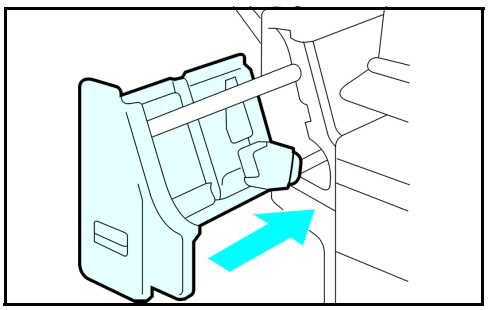
5 Pull out the ribbon.



6 Reinstall the Staple Cartridge.



7 Close the Front Cover of the Finisher.

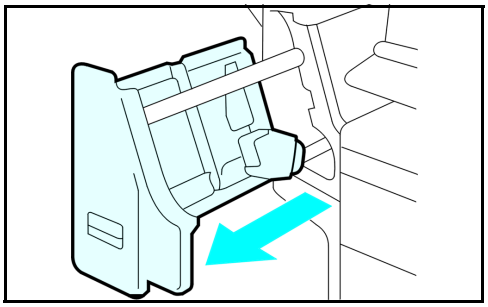


Removing Jammed Staples

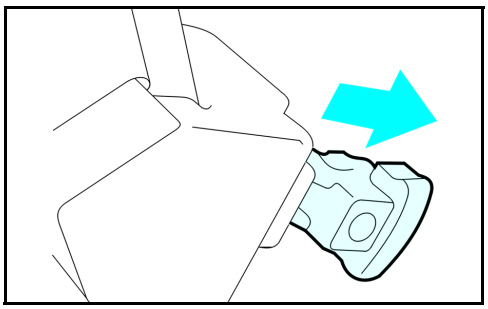
F-535 (1,000 sheet finisher)

1 Open the Front Cover of the Finisher.

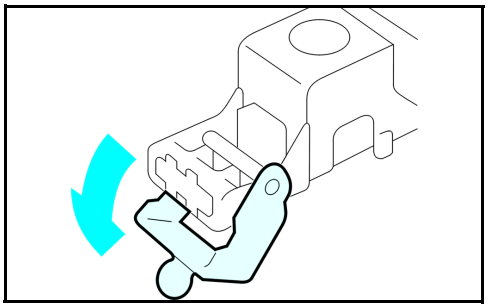
- Locate the pictorial instructions for removing staple jams on the outside of the Finisher Front Cover.



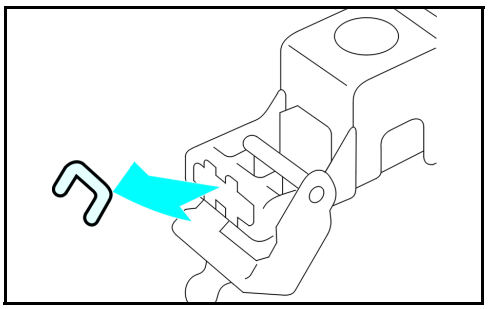
2 Remove the Staple Cartridge.



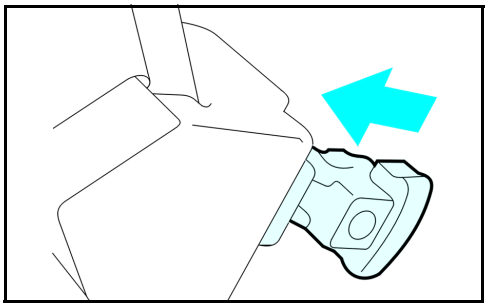
3 Remove the Face Plate.



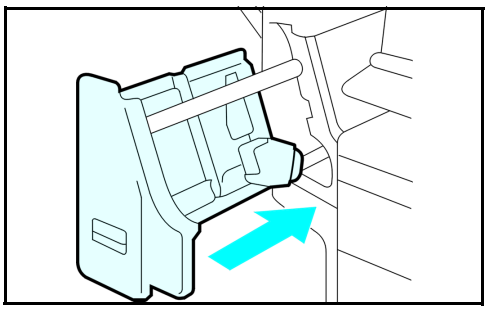
4 Remove the jammed staples.



5 Reinstall the Staple Cartridge.



6 Close the Front Cover of the Finisher.



Removing Misfeeds

When a misfeed occurs:

- Do NOT turn power OFF when a paper misfeed occurs.
- The copier stops.
- The Misfeed Indicator turns ON.
- The Message Display indicates a paper misfeed and provides a letter designator of the location of the paper misfeed.
- Inside the Cover identifies the locations of the letter designators.

When a Paper Misfeed Occurs

1 Check the Message Display to see where the misfeed is located.

Paper Misfeed Indicators	Area to Check for Instructions
A: Misfeed in the Paper Trays	Inside Main Access Cover
B: Misfeed in the Paper Path - before Toner Cartridge	Inside Main Access Cover
C: Misfeed in the Paper Path - into Toner Cartridge	Inside Main Access Cover
P: Misfeed in the Document Feeder	On top of Document Feeder
R: Misfeed in the Copy Exit area	Inside Main Access Cover
Y: Misfeed in the Paper Path - exiting Paper Trays	Inside Main Access Cover

2 Open the Main Access Cover on the right side of the copier, or for misfeeds in the Document Feeder refer to the instructions on top of the Document Feeder.

- Identify the location of the misfeed letter designator.

3 Remove the paper misfeed following the instructions provided on the labels.

Chapter 9

Specifications

Chapter Overview

This chapter lists the specifications for the copier and its accessories. Please note that some of these accessories are optional. Specifications are subject to change for improvement without notice. Included in this chapter are:

- "Main Copier Unit" on page 9-1
- "Bypass Unit" on page 9-2
- "Duplexer Unit" on page 9-2
- "Interchange Unit" on page 9-3
- "1-Bin Tray" on page 9-3
- "LCC Unit" on page 9-3
- "RADF Unit" on page 9-4
- "Bridge Unit" on page 9-4
- "1,000 Sheet Finisher" on page 9-5
- "System Stand" on page 9-6
- "Shift Tray" on page 9-6
- "Noise Emission" on page 9-6
- "Agency Certifications" on page 9-7
- "Paper Sizes" on page 9-9
- "Enlargement and Reduction Percentages" on page 9-10

Specifications

Main Copier Unit

Item	Description
Configuration:	Desktop
Copy Process:	Dry electrostatic transfer system
Original:	Sheet/Book
Original Size	Maximum: 11" x 17" (A3)
Copy Paper Size:	Maximum: 11" x 17" (A3) Minimum: 5.5" x 8.5" (A5) lengthwise (Paper tray) 5.5" x 8.5" (A6) lengthwise (By-pass)
Copy Paper Weight:	Paper Tray: 16 - 24 lb (60 - 90 g/m^2) By-pass: 16 - 43 lb (60 - 162 g/m^2)
Paper Tray Capacity:	Paper Tray: 500 sheets x 2 Bypass Feed Tray: 50 sheets
Exit Tray Capacity:	11" x 8.5" 500 sheets without 1-Bin Tray 5" x 14/11" x 17" 250 sheets with 1-Bin Tray
Reproduction Ratios:	Inch version (%):400, 200, 155, 129, 121, 100, 93, 85, 78, 73, 65, 50, 25 Metric version (%): 400, 200, 141, 122, 115, 100, 93, 87, 82, 71, 65, 50, 25
Zoom:	25% to 400% in 1% increments (platen mode) 50% to 200% in 1% increments (RADF)
Copying Speed	5222: 22 cpm 5227: 27 cpm
Resolution	Scanning and Printing: 400 dpi
Gradation:	Scanning and Printing: 256 levels
Warm-up Time	5222: Less than 30 seconds 5227: Less than 100 seconds
First Copy Time (1st Tray):	5222: Less than 4.9 seconds 5227: Less than 4.2 seconds
Copy Number Input:	Key pad, 1 to 99
Manual Image Density Selection:	7 levels
Automatic Reset:	60 seconds is the standard setting; it can be changed with a UP mode.
Auto Shut Off:	30 minutes is the standard setting; it can be changed with a UP mode.

Item	Description
Toner	**All-In-One cassette cartridge (700 g/cartridge)**
Toner Yield:	**10k copies (A4 sideways, 6% full black, 1 to 1 copying, ADS mode)**
Power Source:	**120V/60Hz, more than 15 A**
Dimensions (W x D x H)	**26.4" x 25.2" x 28.3" (670 x 640 x 720 mm)**
Weight:	**166 lb (75 kg)**

Bypass Unit

Item	Description
Paper Size:	Standard sizes: Statement to Ledger DLT to HLT Non-standard sizes: Width: 3.0 ~ 12.0" (90 ~ 305mm) Length: 7.0" ~ 17.0" (148 ~ 432 mm)
Paper Weight:	16~42 lb (52 ~ 1157g/m2)
Tray Capacity:	50 sheets, 20 lb (80 g/m2)
Paper Feed System:	Paper Feed Roller/Separation Pad

Duplexer Unit

Item	Description
Paper Size:	**Standard sizes:** **Statement to Ledger** **DLT to HLT** **Non-standard sizes:** **Width: 3.0 ~ 12.0" (90 to 305mm)** **Length: 7.0" ~ 17.0" (148 to 432 mm)**
Paper Weight:	**20 ~ 28 lb (64 ~ 105 g/m2)**
Tray Capacity:	**1 sheet**

Interchange Unit

Item	Description
Paper Size:	Standard sizes: Statement to Ledger DLT to HLT Non-standard sizes: Width: 3" ~ 12" (90 to 305mm) Length: 7.0" ~ 17.0" (148 to 432 mm)
Paper Weight:	16 ~ 36 lb (52 ~ 135 g/m2)

1-Bin Tray

Item	**Description**
Paper Size:	Standard sizes: Statement to Ledger DLT to HLT Non-standard sizes: Width: 3.5" ~ 11.7" (90 to 297 mm) Length: 7.0" ~ 17.0" (148 to 432 mm)
Paper Weight:	20 l~ 28 lb (64 ~ 105 g/m2)
Tray Capacity:	125 sheets, 20 lb (80 g/m2)

LCC Unit

Item	**Description**
Paper Size:	LT sideways/A4 sideways
Paper Weight:	16 ~28 lb (60 ~ 105 g/m2)
Tray Capacity:	1500 sheets, 20 lb (80 g/m2)
Remaining Paper Detection:	5 levels (100%, 75%, 50%, 25%, Near end)
Power Source:	24 Vdc, 5 Vdc (from copier)
Dimensions (W x D x H):	15.4" x 19.7" x 15.4" (390 x 500 x 390 mm)
Weight:	34.4 lb (17 kg)

RADF Unit

Item	Description
Original Size:	Normal Original Mode: DLT to HLT (A3 to B6) Thin Original Mode: DLT to HLT (A3 to B6) sideways Duplex Original Mode: DLT to HLT (A3 to B5)
Original Weight:	Normal Original Mode: 14 ~ 34 lb (52 ~ 128 g/m$^{2)}$ Special Original Mode: 11 ~ 34 lb (40 ~ 128 g/m^2) Duplex Original Mode: 14 ~ 28 lb (52 ~ 105 g/m^2)
Table Capacity:	50 sheets, 20 lb (80 g/m^2)
Original Standard Position:	Center
Separation:	Paper Feed Roller/Separation Pad
Original Transport:	One flat belt
Original Feed Order:	Top original first
Power Source:	24Vdc from the copier
Dimensions (W x D x H):	21.7″ x 18.6″ x 5.2" (550 x 470 x 130 mm)
Weight:	22.1 lb (10 kg)

Bridge Unit

Item	Description
Paper Size:	Standard sizes: Statement to Ledger DLT to HLT Non-standard sizes: Width: 3.5 ~ 11.7" (90 ~ 297 mm) Length: 7.0" ~ 17.0" (148 ~ 432 mm)
Paper Weight:	16 ~42 lb (52 ~ 135 g/m2)

1,000 Sheet Finisher

Items	Description
Paper Size:	No staple mode: DLT to HLT lengthwise, A3 to A6 lengthwise Staple mode: DLT to LT, A3, B4, A4, B5 sideways
Paper Weight:	No staple mode: 16 ~ 42 lb (52 ~ 157 g/m^2) Staple mode: 17 ~ 21 lb (64 ~ 80 g/m^2)
Stapler Capacity:	20 sheets (DLT, LG, A3, B4) 30 sheets (LT, A4, B5 sideways)
Paper Capacity:	No staple mode: 1,000 sheets (LT/A4 or smaller: 21 lb, 80 g/m^2) 500 sheets (DLT, LG, A3, B4: 21 lb, 80 g/m^2) Staple mode: (21 lb, 80 g/m^2, number of sets)

Size of each set	2 to 10		11 to 20	21 to 30
Size	2 to 5	6 to 10		
A4/LT sideways B5 sideways	100	85	40	25
A4/LT lengthwise	50		25	15
A3, B4, DLT, LG	50		25	-

Staple Positions:	1
Staple Replenishment:	Cartridge (3,000 staples/cartridge)
Power Source:	24 Vdc, 5 Vdc (from the copier)
Weight:	46.31 lbs (21 kg)
Dimensions (W x D x H):	22.36" x 20.5" x 24.6" (568 x 520 x 625 mm)

System Stand

Item	Description
Paper Size:	8.5 x 11.0" ~ 11.0 x 17.0" (LT sideways, A4 sideways)
Paper Weight:	20 ~ 28lb (80 ~105 g/m2)
Tray Capacity:	500 sheets per Tray
Remaining Paper Detection:	5 levels (100%, 75%, 50%, 25%, Near end)
Power Source:	24 Vdc, 5 Vdc (from copier)
Weight:	55.2 lb (25 kg)
Dimensions:	21.6" x 20.5" x 10.7" (550 mm x 520 mm x 271 mm)

Shift Tray

Item	Description
Paper Size:	Statement to Ledger (A5 lengthwise ~ A3) HLT ~ DLT
Paper Weight:	16 ~ 42 lb (60 ~ 157 g/m2)
Tray Capacity:	125 sheets: 8.5 x 14.0", or longer 250 sheets: 8.5 x 11", or smaller
Power Source:	24 Vdc, 5 Vdc (from copier)
Power Consumption:	15 W
Weight:	4.4 lb (2 kg)
Dimensions:	18.5" x 2111.6" x 4.3" (470 mm x 555 mm x 110 mm)

Noise Emission

Item	Description
Copying	62dB(A)
Stand-by	43 dB(A)

Notes:
1. The above measurements were made in accordance with ISO 7779.
2. Full system measurements do not include the optional fax unit and the printer controller.

Agency Certifications

USA RFI

This equipment generates and uses radio frequency energy. If not installed and used properly, i.e., in strict accordance with these operating instructions, it may cause harmful interference to radio communications. It has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 of FCC rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment.

Operation of this equipment in a residential area is likely to cause interference, in which case the user will be required to take whatever measures may be required to correct the interference at their own expense.

Canada RFI

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus as set out in the Radio Interference Regulations of the Canadian Department of Communications.

Cet appareil numerique ne depasse pas les limites de Categorie A pour les emissions de bruit radio emanant d'appareils numereques, tel que prevu dans les Reglements sur l'Interference Radio du Department Canadien de Communications.

CE This product complies with the requirements of the EMC Directive 89/336/EEC, Low Voltage Directive 73/23/EEC, and the Harmonisation Directive 93/68/EEC.

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Im Taubental 6
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EPA Energy Star

The United States Environmental Protection Agency (EPA) has introduced a voluntary program, the Energy Star Program, to encourage the widespread and voluntary use of energy-efficient technologies that enhance the workplace, improve product performance, and prevent pollution. As an Energy Star Partner, Lanier Worldwide, Inc. has determined Lanier's 5222/5227 copier meets the Energy Star guidelines for energy efficiency. Energy Star guidelines require that all Energy Star copiers have an 'OFF MODE' feature that automatically turns the copier off after a period of inactivity, ensuring night and weekend shut-off.

In addition to the above requirements, the 5222/5227 copier has been successfully tested with the following recycled paper:

- Lanier Recycled Copy Paper: 50% of Fiber Weight recycled with minimum 20% post-consumer waste.

Note: Specifications are subject to change without notice.

Paper Sizes

Type	Paper	Size	Size
USA	STATEMENT LETTER LEGAL COMPUTER LEDGER FOOLSCAP and OFFICIO	5.5 x 8.5 inches 8.5 x 11 inches 8.5 x 14 inches 10.125 x 14 inches 11 x 17 inches 8.5 x 13 inches	140 x 216mm 216 x 279mm 216 x 356mm 257 x 356mm 279 x 432mm 216 x 330mm
UK	FOOLSCAP	8 x 13 inches	203 x 330mm
EUROPE	FOLIO	8.25 x 14 inches	210 x 356mm
DIN	A0 = 841 x 1189mm A1 = 594 x 841mm A2 = 420 x 594mm A3 = 297 x 420mm A4 = 210 x 297mm A5 = 148 x 210mm A6 = 105 x 148mm	B0 = 1000 x 1414mm B1 = 707 x 1000mm B2 = 500 x 707mm B3 = 353 x 500mm B4 = 250 x 353mm B5 = 176 x 250mm B6 = 125 x 176mm	C0 = 917 x 1297mm C1 = 647 x 917mm C2 = 458 x 648mm C3 = 324 x 458mm C4 = 223 x 324mm C5 = 162 x 223mm C6 = 114 x 162mm
B-FORMAT	ISO 216 JAPAN ISO 216 JAPAN ISO 216 JAPAN	B4 = 353 x 250mm B4 = 364 x 257mm B5 = 250 x 176mm B5 = 257 x 182mm B6 = 176 x 125mm B6 = 182 x 129mm	

Enlargement and Reduction Percentages

Type	Inch Version	Metric Version
Enlargement	400% (not available when using RADF)	400% (not available when using RADF)
	200%	200%
	155%	141%
	129%	122%
	121%	115%
Full Size	100%	100%
Reduction	93%	93%
	85%	87%
	78%	82%
	73%	71%
	65%	65%
	50%	50%
	25% (not available when using RADF)	25% (not available when using RADF)

Glossary

Chapter Overview

Definitions for the most often used terms are listed here.

% (percentage)	The ratio of the original image size to the copied image size. If the copy image is larger than the original, the % number is larger. A copied image that is twice the size of the original is said to be 200%. If the copy image is smaller than the original, the % number is lower. A copied image that is half the size of the original is said to be 50%.
10-key pad	The portion of the Control Panel with numerical keys. These keys are used primarily to input the desired number of copies and are also used to input numerical data into the copier during programming.
Book Originals	Any bound original that cannot be fed through the Feeder. Because the pages cannot be separated, they must be copied manually from the Exposure Glass. The Book Original features can be used to make the book copying process more efficient.
Bypass Feed Tray	A Tray used to feed single sheets of special or transparent stock into the copier to be copied. Because sheets from this tray feed straight through the copier paper path, the Tray is especially useful for feeding heavy stock. See also: Stack Feed Bypass Tray.
Casual Operator	An operator who uses the copier to make copies but does not have Key Operator responsibilities such as adding Toner or calling for service.
Charge Corona	A device located near the Drum that activates the light sensitivity of the Drum and prepares it to be exposed and imaged.
Cleaning Unit	An assembly that cleans any residual image toner from the Drum in preparation for the next image.
CLEAR/ STOP Key	The Key used to stop a copy job while it is still running. It may also be used to clear program functions from a previous job and return to the default settings.
Control Panel	The surface at the front of the copier containing Keys used to control the operation of the copier. It usually also contains the display that shows the status of the copier or the job in progress.
Copies	The imaged paper output from a copier. It might be a direct reproduction of the input document or it can contain any number of changes as programmed into the copier such as Enlargement/ Reduction, Trim/Mask, etc.
Copies in Progress	This display or part of a display shows how many copies of the total have been made.
Copies Selected	This display is the same as Copy Quantity, in that it shows the number of copies requested.
Copy Paper	See: paper

Copy Quantity	This display or part of a Touch Screen shows the requested number of copies.
Copy Size Keys	Keys used to input the desired size of the copy.
Darker Copies	This term refers to the amount of toner placed on the copy through the imaging process. The amount of toner is controlled by the “darkness” of the original and the amount of light used during the exposure process; more light means less toner or image density.
Developer Material	This is a supply used in the copier. It usually consists of two parts; a carrier material and the toner. The developer material is only used by a technician when installing a new unit or when cleaning a Developer Unit.
Developer Unit	An assembly located near the drum inside the copier that delivers the toner to the drum. It allows the correct amount of toner to be placed on the drum for each image.
Document Feed Tray	The Tray where an original document is placed to feed into an ADF for automatic feeding and copying.
Document Guide	These Guides are located in the Document Feed Tray. When correctly positioned against the sides of an original document, they help to position the pages of the document.
Document Receiving Tray	A Tray used to accumulate the pages of an original document that have completed the copying process.
Document Scale	Two scales located to the front and left of the Exposure Glass intended to help locate original documents placed on the Glass for manual copying and to identify a part of an original during the Editing process.
Documents	The set of pages either placed on the Exposure Glass or in the ADF to be copied.
Drum Assembly	The unit located inside the copier that receives the image during the exposure and imaging process and transfers this image to the copy paper. It is light sensitive and should be protected from bright lights.
Duplexed Copies	Copies that have been imaged on both sides of the sheet.
Energy Saver Key	A Key used to place the copier into, or bring it out of an Energy Saver Mode. In the Energy Saver Mode, the amount of energy consumed by the copier is reduced.
Energy Star	A voluntary program introduced by the United States Environmental Protection Agency (EPA) intended to encourage the use of energy-efficient technologies in the workplace. Requirements to

qualify for certification vary based on the speed of a Copier. For specifics on your Copier, check the Specifications section of this Guide.

Exit Tray A tray attached to the output end of the copier to collect copies. This tray is usually removed when a Sorter or Finisher is installed. In this case, the top tray of the Sorter or Finisher serves as the Exit Tray.

Exposure Glass The glass surface located under the Document Cover or Document Feeder. The original is placed here to make a copy. If an RADF is present, it transports the original to this location. Once here, the original is exposed by the Exposure Lamp located directly below the glass.

Exposure Lamp The light source located directly below the Exposure Glass. It is the light from this lamp that exposes the original, reflects off the original, travels through the optics and exposes the Drum.

Exposure Pad A Pad located on the bottom side of a Document Cover used to hold an original in place on the Exposure Glass during the exposure process.

Factory Default A setting in the copier that is set at the factory. You can change some of these settings. Others can be changed by a Service Technician. See also Initial Setting.

Front Cover The Cover located at the front of the copier designed to allow access to the interior of the copier. This allows the operator to add supplies, remove paper misfeeds, or perform other maintenance as prescribed by the Operator Guide.

Fused Toner The image, usually black, that adheres to the surface of the copy paper. This Toner is “Fused” to the surface of the paper using pressure and heat.

Fuser Assembly The unit located inside the exit area of the copier that provides heat and pressure to attach the toner to the paper surface.

Fuser Cleaning Pad In certain copiers, it is necessary to clean toner residue and paper dust from the Fuser Rollers. This provides extended life of the Rollers and cleaner copies. At certain intervals, this pad must be replaced.

Graphic Display A Display that shows icons related to service or supply related error condition. In some copiers, these icons may be incorporated into a graphic representation of the copier to show the approximate position of an error.

Gray Scale A term referring to the shades of gray between the black and the white areas on an original or copy. Normal copies reduce the shades of gray to produce very dense blacks and clean whites. During the photo copy modes, the copier is set to reproduce the shades of gray more faithfully, but usually at the expense of the black density.

Initial Settings Those settings displayed by a copier when it comes to the READY condition. These settings may be either the Factory Default settings, or Factory Default settings that have been modified permanently by either you or your Service Technician to better fit your application.

Interrupt Key The Key used to interrupt a long copy job in process in order to run a single copy. Interrupt copies are limited to one, and the interrupt original must be copied from the Exposure Glass.

Key Operator The main operator responsible for the copier. This individual performs all operator prescribed maintenance and is the main contact in the event of a service call.

Lighter Copies This term refers to the amount of toner placed on the copy through the imaging process. The amount of toner is controlled by the "darkness" of the original and the amount of light used during the exposure process; more light means less toner or image.

Message Display This display shows: messages related to the status of the copier, Help messages, and programming information.

On/ Stand by Switch A switch located on the exterior of the copier used to control the power to the copier.

Original Cover On copiers not equipped with a Document Feeder, a Cover protects the Exposure Glass and prevents stray light from entering the copier during the copy process. Unless copying a 3-dimensional object, the cover should be down.

Original Direction Indicator This icon instructs the operator which direction to place the document in the Document Feeder or on the Exposure Glass. This is particularly helpful when different paper sizes are available and when certain features are used such as; when reducing a legal sheet to letter-size paper, the icon would instruct you to feed the original lengthwise.

Paper Tray A paper carrier designed as part of the base of the copier. It is used to store and feed a stack of paper of one size. Some are designed to be adjusted but can only accommodate one size at a time.

paper weight Throughout the Operator Guide there are references to 20 lb. or 24 lb. paper. This refers to a standard measuring technique. A certain number of sheets cut to a particular size weighs 20 or 24 pounds. The weight specification usually correlates with the thickness of the paper. It also generally implies stiffness with the lighter papers being more limber and the heavier papers being stiffer. Copiers are designed to feed certain weight papers through the Drawers or Cassettes. Heavier stock, such as cover stock, can be fed through the Bypass Feed Tray.

Power Cord The cord used to connect the copier to the power receptacle. The plug design is specified depending on the amount of power the copier requires. Make sure the receptacle is the correct one for your copier.

READY Indicator This is an indicator that shows when the copier has warmed up and is ready to make copies. It appears in several forms; a light, an icon, and the message itself.

Release Lever The lever located inside the Front Cover used to release the Upper Unit for access to the paper path.

Separation Corona One of the Coronas inside the copier. It is usually located near the Drum and separates the paper from the Drum. Because it attracts the toner, and since it is located below the paper, it has a tendency to get dirty. This can require the Key Operator to either clean the coronas or call for

service.

Sheet Feed Bypass — A tray that opens from the side of the machine, usually just above the Primary Paper Tray or LCC. It is designed to feed a single sheet at a time. This tray can be used to feed paper or transparency stock that would normally not be placed in the Feed Drawers. Since it bypasses the normal paper feeding mechanism and feeds straight through the paper path, heavier stocks (like cover stock) feed better.

Sorter — An accessory attached to the output of a copier designed to perform a sorting function. The sort function allows you to make multiple copy sets of an original in such a way that the pagination matches the original document.

Stack Feed Bypass Feed Tray — A tray that opens from the side of the machine, usually just above the LCC or Primary Paper Tray, and is designed to feed a stack of paper. This tray can be used to feed paper or transparency stock that would normally not be placed in the Feed Drawers. Since it bypasses the normal paper feeding mechanism and feeds straight through the paper path, heavier stocks (like cover stock) feed better.

Stack Key — This key is used to program the Stack functions. This is available only if a Sorter or Finisher is present. In the stack mode, multiples of a single page of a document are placed in separate Sorter Trays or are offset in the Finisher Tray.

Start Key — This Key is used to start the copying process once all selections have been made. On a Lanier copier, it is always green in color.

Toner — The black powder that is used to form the image on copy paper. In a color copier, it would be colored. PLEASE NOTE: Toners are designed to operate specifically in a copier and differ greatly on the copier requirements. Toner from other copiers should never be mixed. At best, the image would be too light or too dark. At worst, it can damage your copier and require a service call to have the toner cleaned out and replaced with the correct toner.

Toner Container — A container designed to simplify the reloading of toner in your copier. Make sure the toner you add is correct for your copier before loading. See the NOTE above.

Transparencies — A clear plastic stock used to make an overhead transparency. Because they are clear, they don't feed from paper Drawers or Cassettes. However, many Bypass Feed Trays are designed to handle transparency stock. Place your transparency stock in the Bypass Feed Tray and use a normal copy procedure.

Transport Belt — The rubber surface on the under side of an ADF. It grips an original and moves it across the Exposure Glass and returns it to the Document Exit Area of the Document Feeder. To keep it operating correctly and to prevent the buildup of dirt which can cause dirty copies, it must be cleaned periodically.

User Codes — An option, usually built into a copier that, when activated by a Technician, requires the operator to enter a User Code to make copies. The copier can contain many accounts thereby allowing the Key Operator to track copies made by individuals or departments.

Zoom Keys The Zoom Keys are actually several keys that control the Enlargement or Reduction of the image on the copy. In most cases, there is a 100% (actual size) key, a key representing the highest Enlargement ratio, and a key representing the lowest Reduction ratio. Pressing these last two keys steps the copier optics in 1% increments. Pressing the 100% key returns the copier to the actual size mode.

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New Machine Warranty and Limitation of Liability

Warranty — 90 days

Lanier warrants that its equipment and accessories will be free from defective parts and workmanship for a period of ninety (90) days from the date of first installation by Lanier's Authorized Dealer. Customers must notify a Lanier servicing dealer or Lanier of a warranty claim within the warranty period. For a listing of authorized Lanier servicing dealers or to notify Lanier of a warranty claim, write to Lanier Worldwide, Inc., 2300 Parklake Drive, N.E., Atlanta, Georgia 30345-2979.

Warranty Exclusions

THE FOREGOING EXPRESS WARRANTY IS MADE IN LIEU OF ALL OTHER PRODUCT WARRANTIES, EXPRESS OR IMPLIED, INCLUDING MERCHANTABILITY AND FITNESS AND THOSE ARISING FROM A COURSE OF DEALING OF USAGE OF TRADE. The Express Warranty will not apply to drums, cleaning blades, fuser cleaning felts, toner, developer or paper or to defects of damage incurred in transportation, or due to accident; neglect; misuse such as use of harmful or unapproved supplies; alterations; operator error; power surges; failure to properly install, clean, maintain, or repair; improper operating environment; or failure to provide proper utilities. The Express Warranty also will not apply to used or refurbished Lanier equipment unless Lanier expressly authorizes resale with its original equipment warranty.

Limitation of Liability

Fulfillment of Lanier's warranty obligation shall be the Customer's exclusive remedy and Lanier's and the Lanier Dealer's limit of liability for any breach of warranty or otherwise. In no event will Lanier or Lanier's Dealers be responsible or liable for special, incidental or consequential losses or damages.

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